



# **Accounts Receivable Processing**

This guide walks you through steps for Entering and Maintaining Customers, Pending Items, Applying Payments, Maintenance Worksheets, Statements, Inquiries/Reviews, Queries and Reports related to these functions.

**State of Vermont  
Department of Finance & Management  
VISION 8.8 Accounts Receivable Manual  
Revised May 2012**

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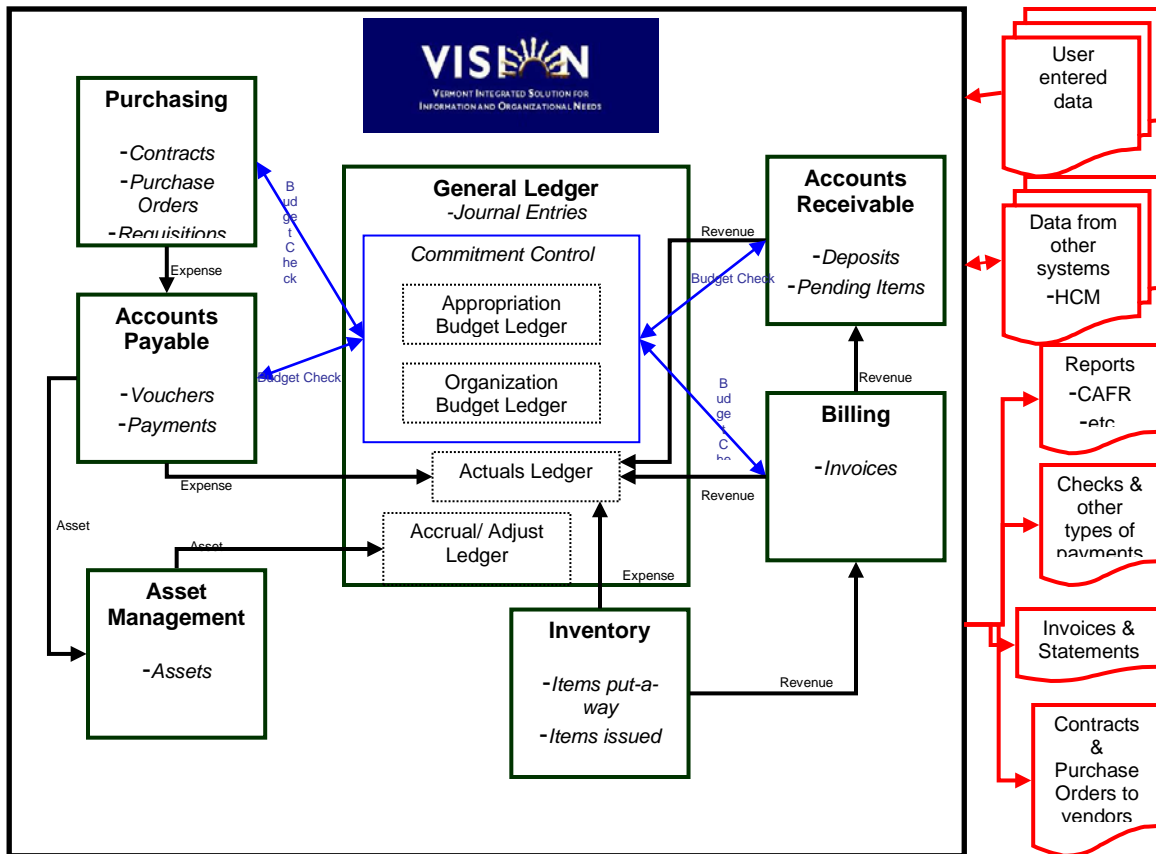
## **Revision to Manual**

### **October 2010**

- Enter Customer Deposit/Worksheet to Apply Payment On-Account

# Introduction to Accounts Receivable

## Overview of VISION Financial System



The Accounts Receivable module tracks customer transactions. Whether it is an invoice a pending item for a Refund, or Federal Draw. This module assists you in tracking receivables for customer(s).

If you use the Billing Module, you use the Load AR Pending Items process to interface these items to Accounts Receivables. Invoices are loaded as one pending group where the invoice # is the ItemID. When you enter pending items through a billing interface, the system edits external groups and identifies errors when the Receivable Update process runs overnight.

# Receivables – Business Process, Reminders, Hints

## General

- **MER Queries** - Run month end queries (anytime throughout the month) to check for open items (pending items, maintenance worksheet groups, Customer deposits etc..) that need to post or may be in error. (See Month End Closing Instructions Document) Sign into the Department of Finance & Management Web Site using the following navigation: Policies & Procedure> VISION Procedures, Scroll down to VISION Closing Instructions> Month End Closing Instructions for Actuals Ledger.

## Enter Receivables

- Use a unique Item ID when entering a pending item – this will prevent the Dup Item Error, which is a VISION function to detect duplicate receivables. Key fields the ARUPDATE Process looks for in determining a duplicate item are: ItemID, Line # and Customer. If all three fields are the same it will produce a DUPITEM error.

## Maintain Receivables

- Always run the VT\_AR\_OPEN\_ITEMS\_BU\_AND\_CUST query before creating a maintenance worksheet, to make sure the items have matching chartfield information.

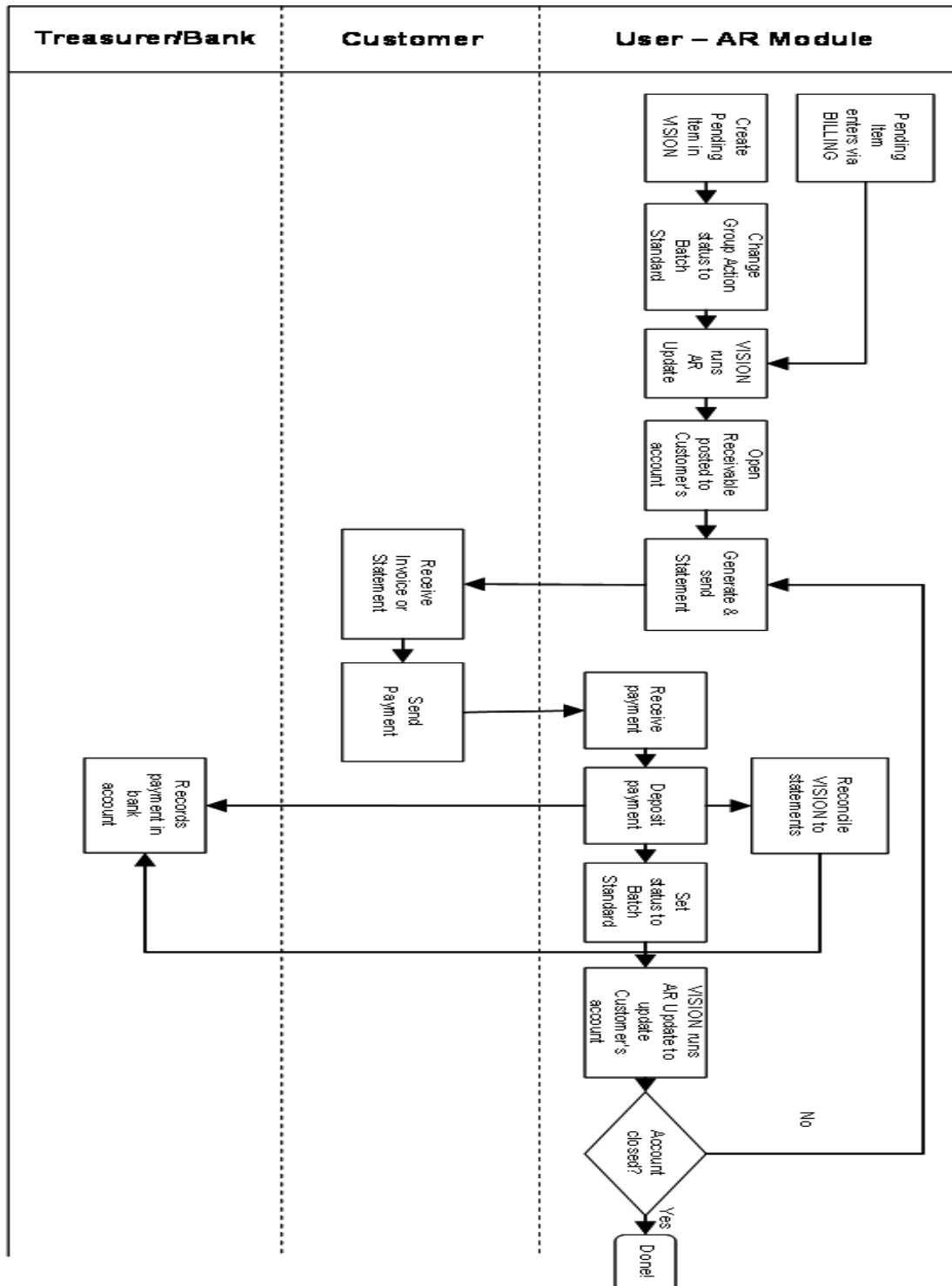
## Collect Receivables

- Run A/R aging reports at least monthly to review all open receivables for validity and accuracy, and to determine if any of the open items need to be maintained (closed).
- You can run customer Statements (crystal reports) to mail out to customers as a helpful collection tool.

## Unpost Payment/Pending Group

- Unposting can only occur within the Finance and Management Department. If you need a group or deposit unposted this can only occur within the open period. Example: If a payment is applied to the wrong customer you can request to have the payment unposted and reapply it to the correct customer. To do so you can e-mail Finance Support @ [VISION-Helpdesk-FIN@state.vt.us](mailto:VISION-Helpdesk-FIN@state.vt.us) You will need to supply the BU, Group# or Deposit # and PaymentID depending on what you are asking to have unposted.

## Accounts Receivable Flowchart



## Frequently asked Questions

- I'm trying to enter a refund in July for items sent back to the vendor in June but I keep getting a "spending authority over budget" budget check error. Why?  
You are getting that budget check error because expenditures for the current year are not sufficient to offset the refund. VISION allows refunds to be processed only when there are sufficient current year expenditures to offset the refund. Resolving this error is a two-step process. First, change the expense account to revenue account **485000** – Prior Year Refund of Expenditures. Second, when there are sufficient expenditures to offset the refund, you must do an ONL journal entry. The refund must be moved from the revenue account to the appropriate expenditure account, debit (+) revenue and credit (-) expense. When the ONL journal entry successfully budget checks and posts, expenditures are reduced and spending authority is increased by the amount of the refund. For more information refer to VISION Procedure #6 on the Finance & Management website. **Important note**...because this refund is for an expenditure posted in the prior fiscal year, the PY prefix on the Invoice Number and PY in the Journal Class fields must be used on these transactions.
- I have entered a pending group and I am now trying to inquire on the group but I am receiving the following error message: **No matching values were found.** To view groups that have posted through ARUPDATE the Navigation is: Accounts Receivable> Receivables Update> Posting Results-Pending Items> All Items W/Detail.
- Why is the Delete Deposit button grayed out when I try to delete a customer deposit?  
The delete button is not available (grayed out) once you build a worksheet. In order to delete the deposit you will need to delete all worksheets that have been built for that deposit.



- How do I delete a customer deposit once I have already built the worksheet?

In order to delete a customer deposit after a worksheet has been built, delete the worksheet by clicking on Delete Worksheet button on the Worksheet Action page. Navigation: Accounts Receivable> Payments> Online Payments> Apply Payments> Finalize Worksheet. Enter Deposit ID of the deposit you want to delete. Once in the Worksheet click on Worksheet Action link then click Delete Worksheet. Now navigate to: Accounts Receivable> Payments> Online Payments> Regular Deposit. Select the deposit to delete and on the Totals page the Delete Deposit button now is available. Click the Delete Deposit button. The customer deposit has been deleted.

- Why did my pending group error with this error message: **1CUST?**

If you received this error message, you most likely will find that the customer was made inactive. If the customer was made inactive by mistake, request that the customer be changed back to active. Once the customer is active again set your group to batch standard. ARUPDATE process runs overnight the pending group will post to the customer's account.

- Why did my pending group error with this message: **ITDUP?**

The pending item errored as a duplicate because the pending item used already exists. The ARUPDATE process checks for duplicates when posting pending items to customer's accounts. Online A/R pending items result in Duplicate Item errors when the same Item ID, Line and Customer Id are used on more than one A/R pending item group. To correct the error follow the exercise Inquire and Fix Online A/R Pending Item that did not post due to a "Duplicate Item" Error in this manual.

## Customer Pages and Descriptions

### General Info page

Favorites | Main Menu > Customers > Customer Information > General Information

General Info | Bill To Options | Ship To Options | Sold To Options | Address | Miscellaneous General Info | Personal

SetID: STATE Customer: NEXT

\*Customer Status: Active [Copy From Customer](#) Level: Regular

\*Date Added: 09/06/2011 [B1](#) \*Since: 09/06/2011 [B1](#) \*Type: User 1

\*Name 1:  \*Short Name:

Roles

<input type="checkbox"/> Bill To Customer <a href="#">Bill To Selection</a>	<input type="checkbox"/> Correspondence Customer <a href="#">Correspondence Selection</a>
<input type="checkbox"/> Ship To Customer <a href="#">Ship To Selection</a>	<input type="checkbox"/> Remit From Customer <a href="#">Remit From Selection</a>
<input type="checkbox"/> Sold To Customer <a href="#">Sold To Selection</a>	<input checked="" type="checkbox"/> Corporate Customer <a href="#">Corporate Selection</a>
<input type="checkbox"/> Broker Customer	<input type="checkbox"/> Consolidation Customer
<input type="checkbox"/> Indirect Customer	<input type="checkbox"/> Federal Customer

Consolidation Business Unit:

Trading Partner Code:

[Return to Customer Information](#) Go to:

[Save](#) [Notify](#) [Add](#) [Update/Display](#) [Include History](#) [Correct History](#)

**Customer Status** – Defaults as active. You cannot post pending items to inactive customer accounts. Account information, however, appears on the customer pages and remains part of historical information.

**Date Added & Since** – Enter the date when you established this customer in the system. You can also specify that the customer has been a customer since a certain date, which may or may not be the date added. The current date appears by default for both fields. In add mode, you can change the effective date for all matching effective-dated customer records by changing the Date Added field.

**Name 1** - Enter the customer's primary name. When a customer's name changes, you can enter the new name and still maintain a record of the previous name. When you overwrite the value in the Name 1 field, the Name 1 field is reserved as history on the Additional General Info page's Name 2 field as Frmr Name1 (former name 1). When you change the value in the Name 1 field a second time, Frmr Name 2 (former name 2) appears adjacent to the Name 3 field on the General Information - Additional General Info page.

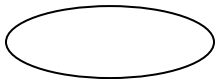
**Level**- Defaults as regular accept default.

**Type-** Defaults as User 1 accept default.

**Short Name** - Enter a name to appear on pages when there is not room for the full name. The system populates this field with the first ten characters of the Name 1 field.

**Bill To Customer** – Select bill to Customer. When you select this check box, the system designates the customer as a correspondence and a remit from customer, and makes those check boxes available. Only bill to customers can be correspondence or remit from customers.

- **All other fields on this page are not required/or used at this time.**



**= mandatory fields**

## Bill To Options page

Favorites | Main Menu > Customers > Customer Information > General Information

General Info | **Bill To Options** | Ship To Options | Sold To Options | Address | Miscellaneous General Info | Personal

SetID:      STATE      Customer:      NEXT

---

**Customer Bill To Options** Find | View All First **1 of 1** Last

\*Effective Date: 09/06/2011 \*Status: Active

**Responsibilities**

Credit Analyst: Collector: AR Specialist:

Bill Inquiry Phone: Billing Specialist: Billing Authority:

**Billing Options**

☒ Direct Invoicing ☐ Prompt for Billing Currency

\*Freight Bill Type: Shipping Bill Type:

Billing Cycle Identifier:

Invoice Form:

Bill By Identifier:

AR Distribution Code:

**Billing Consolidation Data**

Consolidation Key:

Setid: Customer ID:

**Purchasing Option**

☐ Purchase Order Required

**Blanket Purchase Orders**

PO Number:

Start Date:

End Date:

**InterUnit Billing**

☐ InterUnit Customer GL Business Unit:

[General Info](#) [Bill To Selection](#) [Payment Options](#) [Write-Off Info](#)  
[Return to Customer Information](#)

Save Notify Add Update/Display Include History Correct History

Below are the fields required. All other fields accept default:

**Credit Analyst and Collector** - Credit Analyst and Collector are required fields for bill to customers.

**\*All other fields accept default.**

= mandatory fields

## Address

Favorites | Main Menu > Customers > Customer Information > General Information

General Info | Bill To Options | Ship To Options | Sold To Options | **Address** | Miscellaneous General Info | Personal

SetID: STATE Customer: NEXT

---

**Address Locations** Find | View All First 1 of 1 Last

\*Location:  ☒ **Bill To** ☐ Broker ☐ Ship To ☐ Indirect ☐ Sold To ☐ Correspondence Address

Description:

[VAT Default](#) [VAT Service Treatment Setup](#)

---

**Address Details** Find | View All First 1 of 1 Last

\*Effective Date: 09/06/2011 \*Status: Active Language Code: English

Tax Code:  Physical Nature:  Where Performed:

Country:  United States

Address 1:  Address 2:  Address 3:

City:  County:  State:  Postal:

☐ In City Limit

[View Phone Information](#)

**Alternate Names**

[Return to Customer Information](#)

[Save](#) [Notify](#) [Add](#) [Update/Display](#) [Include History](#) [Correct History](#)

**Location** - The primary location—indicated by a 1—is the address that you use most often when you contact the customer.

**Bill To** - Select bill to address. You must also select one address as the primary bill to address. Once you select the bill to box the primary box will display. Select the primary box.

**Effective Date** – Defaults with current date accept default.

**Status** – Defaults as Active accept default.

**Country** – Defaults as USA accept default

**Address 1** –Enter appropriate Bill to address (required field)

**Address 2** – Additional line

**Address 3** – Additional line

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**City** – Enter appropriate data

**County** – Not a required field can be left blank

**State** – Enter appropriate data or select valid value

**Postal** – Enter appropriate zip code.

**\*Note: Address is a required field.**



= mandatory fields

## Miscellaneous General Info

Favorites | Main Menu > Customers > Customer Information > General Information

General Info | Bill To Options | Ship To Options | Sold To Options | Address | **Miscellaneous General Info** | Personal



SetID:      STATE      Customer:      NEXT

---

Web URL:  [Website URL](#)


Stock Symbol:  [Stock Symbol](#)

---

Currency Code:        Rate Type:  

---

Support Teams

Support Team Code	Default		
<input type="text"/> 	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

---

Date Last Maintained:      Last Maintained By Operator ID:

---

[General Info](#)   [Return to Customer Information](#)


Listed below are the fields that are used:

**Currency Code** – Field is mandatory. Enter **USD**

**Rate Type** – Enter or Select **CRRNT** for Current

**Support Team Code** – Select Valid Value – Most departments will have only one selection for example: Dept of Finance = FM

**Default** – Select the default box.

 = mandatory fields



# On-Line Pending Item Entry Pages with Descriptions


## Group Control Page


Favorites | Main Menu > Accounts Receivable > Pending Items > Online Items > Group Entry


Group Control | Pending Item 1 | Pending Item 2 | Pending Item 3 | Accounting Entries | Group Action


Group Unit: 01110    Group ID: NEXT

\*Acctg Date:   

\*Group Type:  






\*Origin ID:  



Control Currency:  



\*Format Currency:  

Totals		Control Data	
Control:	<input type="text"/>	*Count:	<input type="text"/>
Entered:	0.00	Count:	1
Difference:	0.00	Count:	-1
Posted:	0.00	Count:	0

Group Status	
Edit Status:	Edited
Balanced:	No
Posting Status:	Not Posted

Control Data	
*Received:	09/06/2011  
*Entered:	09/06/2011  
Posted Date:	
Assign:	TJARVIS 
User:	TJARVIS

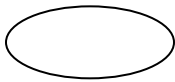
 Save     Notify

 Add     Update/Display

- **Acctg Date** - Enter date.
- **Group Type** – Select B – Billing
- **Origin ID** – Select valid value
- **Control Currency** – Select or enter **USD**
- **Format Currency** – Defaults as **USD** accept default
- **Control** – Enter total amount
- **Count** – Enter how many lines you will enter (accounting lines)
- **Received** – Defaults with current date accept default
- **Entered** - Defaults with current date accept default
- **Assign** – Defaults with your UserID accept default
- **User** – Defaults with your UserID. This can change if another user accesses the group to make changes. Defaults with User Id of the last person to change page.
- **Edit Status** - Indicates whether pending items have been edited. *Edited* indicates that pending items have been edited. (Most online groups have a status of *Edited*.)



- **Balanced** - Indicates that the system has balanced the online group. If *No*, the pending item group has not yet been processed by the Receivable Update process and the group may not actually be out of balance. To determine if a group is really out of balance, click the Balance button on the Group Action page.
- **Posting Status** - Indicates whether pending items have been posted. *Not Posted* indicates that the groups have not yet been processed by the Receivable Update process. After Receivable Update runs, the posting status is either *Errors* or *Complete*.
- **Accounting Entries** - Indicates whether accounting entries for pending items are *Balanced* or *Not Balanced*.
- **Posting Action** - Displays action on the Group Action page: *Do Not Post* or *Batch Standard*.



= mandatory fields

## Pending Item 1 page

[Favorites](#) | [Main Menu](#) > [Accounts Receivable](#) > [Pending Items](#) > [Online Items](#) > [Group Entry](#)

[Group Control](#) | **[Pending Item 1](#)** | [Pending Item 2](#) | [Pending Item 3](#) | [Accounting Entries](#) | [Group Action](#)

Group Unit: 01110    Group ID: NEXT

**Pending Item Entry** Find | View All    First **1** of 1 Last

\*Acctg Date: 07/31/2011    \*As Of Date: 07/31/2011    Sequence: 1

\*Item ID:     Line:  [Copy Line](#)

\*Bus. Unit: 01110    \*Customer:     SubCust1:     SubCust2:

\*Amount:     \*Currency:     \*Entry Type:     Reason:

AR Dist:     Exch Rt:     ☒ Revalue Flg    [Projects](#)

**Payment Terms**

Terms:     Due Date:     Due Days:

Disc Amt:     Disc Date:     Disc Days:

Disc Amt 1:     Disc Date 1:     ☐ Always Allow Discount

**Reference Information**

PO Ref:     PO Line:     BOL:     Order No:

Document:     Line Item:     Contract:     L/C ID:

- **Accounting Date and As of Date** – defaults in with the date from the previous page (Group Control). Dates should not be changed. Accept defaults.
- **ItemID** – It is recommended that you create a set of sequential tracking numbers for the Item ID field. These should be unique within each customer and business unit. When ARUPDATE process runs overnight it checks the Item Id, Line and Customer number for a business unit and if all three are identical to original item posted, you will receive an Item Duplicate error for that line.
- **Business Unit** – this defaults in from the Group Control Page
- **Customer** – Enter valid customer # or select from drop down list.
- **Amount** – Enter dollar amount for that line.
- **USD** – Automatically defaults from Group Control Page
- **Entry type** – Depends on business unit setup Example:
  - CR    Credit Memo
  - GR    Grants
  - RF    Refund of Expenditure
  - WR    Wire
  - CRGR GRREF
- **Reasons** – Select valid value. Selections are determined from the entry type that is chosen.

- **AR Dist** – Defaults and is determined by the selection of entry type and reason. Accounting entries will default when you create accounting entries from this distribution and if they are not the correct accounting entries you can override the defaults with the correct chartfields.
- **Terms** – Not a required field only selection is DUR Due upon Receipt.



= mandatory fields

## Accounting Entries Page

[Favorites](#) | [Main Menu](#) > [Accounts Receivable](#) > [Pending Items](#) > [Online Items](#) > [Group Entry](#)

[Group Control](#) | [Pending Item 1](#) | [Pending Item 2](#) | [Pending Item 3](#) | **Accounting Entries** | [Group Action](#)

**Group Unit:** 01110    **Group ID:** 2490

**Accounting Entries** [Find](#) | [View All](#) | First [1 of 1](#) | Last

**Item ID:** EXAMPLE 1    **Line:**    **SubCust1:**    **SubCust2:**    **Entry Type:** WR  
**Bus. Unit:** 01110    **Customer:** ST007    **Reason:** WIRE  
**Amount:** 25.00    **Currency:** USD

**Complete**    **Display Totals:** Entry

**Distribution Lines** [Customize](#) | [Find](#) | [View All](#) | First [1-2 of 2](#) | Last

Line	GL Unit	Ledger Grp	Ledger	Amount	Account	Fund	Dept	Program	Class	Project	Affiliate		
2	01110	ACTUALS	ACTUALS	-25.00	462500	63089	11100						
102	01110	ACTUALS	ACTUALS	25.00	110001	63089	1110002000						

**Lines:** 2    **DR:** 25.00    **Currency:** USD    **CR:** 25.00    **Currency:** USD    **Net:** 0.000

**Account** – Accept default or enter valid value

**Fund** – Accept default or enter valid value

**Dept** – Accept default or enter valid value

**Program** – If required enter valid value

**Class** – If required enter valid value

**Project** – If required enter valid value

**Affiliate** – If required enter valid value

- Any changes to the defaulted fields will roll down to the AR row.



= mandatory fields

## Group Action Page

Navigation: Favorites | Main Menu > Accounts Receivable > Pending Items > Online Items > Group Entry

Buttons: Group Control | Pending Item 1 | Pending Item 2 | Pending Item 3 | Accounting Entries | Group Action

Group Unit: 01110      Group ID: 2490

Entered: 09/06/2011      Status: Do Not Post

Group Actions	Posting Action	Accounting Entry Actions
<div>Balance</div> <div>Delete Group</div>	Action: Do Not Post <input type="button" value="OK"/>	<div>Create Entries</div> <div>Delete Entries</div>

### Group Action

- **Balance** – Button assures that pending item is in balance-once selected click on the Group Control page. At the bottom left of page shows the status of the pending item.
- **Delete Group** – This button will delete the entire group.

### Posting Action

- **Do Not Post** – Defaults
- **Batch Standard** – By selecting batch standard then click OK this changes the status of the group from Do Not Post to Batch Standard. ARUPDATE batch process that runs overnight will only pick up groups that have a status of Batch Standard.

### Accounting Entry Actions

- **Create Entries** – Generates accounting entries online for entire group (lines/rows) instead of creating accounting entries one line/row at a time.
- **Delete Entries** – Deletes all accounting entries within the group.

# Payment Worksheet and Descriptions

## Worksheet Selection

Favorites | Main Menu > Accounts Receivable > Payments > Apply Payments > Create Worksheet

---

**Worksheet Selection**

Deposit Unit: 01110      Payment ID: EXAMPLE      ☐ Payment Predictor  
Deposit ID: 1110ST0351      Payment Amount: 5,000.00 USD  
Deposit Status: None Applied      Payment Status: Identified

**Customer Criteria**

Customer Criteria: Customer Items      **Customer Reference**      Find | View All      First 1 of 1 Last

Customer ID: ST035      Business Unit: 01110      + -

Name: Dept of Labor  
Remit SetID: 01110      Remit From ID: ST035  
Corporate SetID: 01110      Corporate ID: ST035  
MICR ID:      Link MICR

**Reference Criteria**

Reference Criteria: None      **Item Reference**      Find | View All      First 1 of 1 Last

Restrict to: All Customers      Qual Code      Reference      To Reference      Event

Match Rule: Exact Match      + -

[Detail Reference](#)  
[Item Status](#)

**Item Inclusion Options**

☒ All Items      ☐ Deduction Items Only      ☐ Items in Dispute Only  
☐ Exclude Deduction Items      ☐ Exclude Collection Items      ☐ Exclude Dispute Items

**Worksheet Action**

Build      Clear      Created at:      Items: 0

Worksheet Selection      [Worksheet Application](#)      [Worksheet Action](#)

Save      Return to Search      Notify      Refresh

Below are the fields required when processing a payment worksheet for Federal Draw.

**Customer Id** – Verify customer. Accept default if correct.

**Business Unit** – Verify business unit. Accept default if correct.

**Refresh Button** – Clicking the refresh button will populate the name of the Customer.

**Build Button** – Clicking this button will create your worksheet and bring you to the Worksheet Application Page.



= mandatory fields

## Worksheet Application

[Favorites](#) | [Main Menu](#) > [Accounts Receivable](#) > [Payments](#) > [Apply Payments](#) > [Create Worksheet](#)

---

**Worksheet Application**

Deposit Unit: 01110    Deposit ID: 1110ST0351    Payment ID: EXAMPLE    Payment Sequence: 1    Currency: USD

**Item Action**    **Row Selection**    **Item Display Control**

Entry Type: Pay An Item    Reason:     Choice: Select Range    Range:     Go    Display: All Items    Go

**Item List**    [Customize](#) | [Find](#) | [View All](#) | [Print](#)    First 1-2 of 2 Last

Detail 1	Detail 2	Detail 3	Detail 4	Detail 5	Detail 6							
Remit Seq	Sel	Pay Amt	Cur	Item ID	Item Line	Type	Reason	Disc	Disc Amt	Unit	Customer	Conversion Amount - Currency
1	<input checked="" type="checkbox"/>	5,000.00	USD	ST035 UC 063011		PY				01110	ST035	
	<input type="checkbox"/>	166.67	USD	ST035 UC 063011						01110	ST035	

[Add with Detail](#)    [Revenue Distribution](#)

**Balance**

Amount:	5,000.00	Remaining:	0.00	Unearned:	0.00
Selected:	5,000.00	Discount:	0.00	Earned:	0.00
Adjusted:	0.00	Write Off:	0.00		

[Worksheet Selection](#)    Worksheet Application    [Worksheet Action](#)

[Save](#)    [Return to Search](#)    [Notify](#)    [Refresh](#)

**Item Action** – Entry Type field populates as **Pay an Item**. Accept default.

**Item List** – This portion of the page under the Detail 1 tab displays all open items on customer account.

**Sel Column** – Select checkbox for item(s) that payment is to be applied.

**Pay Amount** – The amount is based on what was entered on the pending item 1 page of the pending group. Accept default amount unless payment is a partial payment. If payment is a partial payment, change the amount of the item to the amount of payment. When you tab out of the field a new line is added representing the balance for that item.

## Worksheet Action

[Favorites](#) | [Main Menu](#) > [Accounts Receivable](#) > [Payments](#) > [Apply Payments](#) > [Create Worksheet](#)

---

**Worksheet Action**

---

**Deposit Unit:** 01110      **Deposit ID:** 1110ST0351      **Payment ID:** EXAMPLE

---

**Entered:** 10/27/2011      **Status:** Do Not Post

Worksheet Action	Posting Action	Accounting Entry Action
<div>Delete Worksheet</div> <div>Delete Payment Group</div>	Action: Do Not Post <input type="button" value="OK"/>	<div>Create/Review Entries</div>

[Worksheet Selection](#)   [Worksheet Application](#)   Worksheet Action

## Worksheet Action

- **Delete Worksheet** – Once you build a worksheet and you do not want to continue the worksheet this button will delete the worksheet.
- **Delete Payment Group** - Click to delete the accounting entries only that you create but leave the worksheet intact. Accounting entries are created through ARUPDATE process so the only time you will use this function is if your payment worksheets errors.

## Posting Action

- **Do Not Post** – Defaults - Saves the changes to the group, but no posting occurs. (Select this option to change the posting option for a group set to *Batch Standard*, if the group has not been processed yet.)
- **Batch Standard** – Click Ok - Changes the Status to Batch Standard and Receivable Update will pick up the group when the next scheduled batch job runs. This occurs daily through an evening batch process.



## Enter A New Customer

**Possible situations when this function is used:** To create a Customer for both Billing and Accounts Receivable to allow the processing of receivables for that customer. There are several ways to set up customers in VISION. Some departments use prefixes with auto numbering. If your department uses a certain prefix, you need to enter the prefix in the Customer Id field on the Add a New Value page and the system will assign the next auto number for that prefix. Departments entering customers for Federal draws are using only auto numbering the Customer Id will be assigned once a customer is entered and saved Ex: 1001 etc... **Departments using Intra-Payment processing, (Pending items to track receivables (billing) for state agencies and or Towns), need to enter the established customer numbers maintained by the VISION Maintenance Section in Finance. Ex: ST003 – Finance and Management. An updated copy of the recent ST customers as of Sept 2010 can be found in the back of this manual.**

**Navigation:** Customers > Customer Information > General Information

The General Information Page opens to Find an Existing Value tab.

**Click on the Add a New Value tab**

Favorites > Main Menu > Customers > Customer Information > General Information

**General Information**

Find an Existing Value Add a New Value

SetID: STATE

Customer ID: NEXT

Add

## Enter SetID

- Defaults with STATE – Do **not** use **STATE**
- Enter customer(s) under appropriate Business Unit or generic SetID.

## Enter Customer ID

- Enter New Customer ID. Do not use NEXT

## Click the ADD button

The Customer General Info page opens.

Favorites | Main Menu > Customers > Customer Information > General Information

---

General Info | Bill To Options | Ship To Options | Sold To Options | Address | Miscellaneous General Info | Personal

---

SetID: 01110      Customer: ST099

---

\*Customer Status:       [Copy From Customer](#)      Level:

\*Date Added:       \*Since:       \*Type:

\*Name 1:       \*Short Name:

---

Roles

<input checked="" type="checkbox"/> Bill To Customer <a href="#">Bill To Selection</a>	<input checked="" type="checkbox"/> Correspondence Customer <a href="#">Correspondence Selection</a>
<input type="checkbox"/> Ship To Customer <a href="#">Ship To Selection</a>	<input checked="" type="checkbox"/> Remit From Customer <a href="#">Remit From Selection</a>
<input type="checkbox"/> Sold To Customer <a href="#">Sold To Selection</a>	<input checked="" type="checkbox"/> Corporate Customer <a href="#">Corporate Selection</a>
<input type="checkbox"/> Broker Customer	<input type="checkbox"/> Consolidation Customer      Consolidation Business Unit: <input type="text"/>
<input type="checkbox"/> Indirect Customer	<input type="checkbox"/> Federal Customer      Trading Partner Code: <input type="text"/>

---

Go to:

## Enter Name 1 (Customer Name)

- Tab out and Short Name will automatically display
- Check the box beside Bill To Customer (Correspondence Customer, and Remit From Customer will automatically select)
- Corporate Customer defaults accept default

## Click on the Bill To Options Tab

The Bill To Options page opens.

Favorites Main Menu > Customers > Customer Information > General Information

General Info Bill To Options Ship To Options Sold To Options Address Miscellaneous General Info Personal

SetID: 01110 Customer: ST099 Finance and Management Dept

Customer Bill To Options Find | View All First 1 of 1 Last

\*Effective Date: 09/06/2011 \*Status: Active

**Responsibilities**

Credit Analyst: FM Collector: FM AR Specialist:   
Bill Inquiry Phone: Billing Specialist: Billing Authority:

**Billing Options**

☒ Direct Invoicing ☐ Prompt for Billing Currency  
\*Freight Bill Type: Shipping Bill Type:   
Billing Cycle Identifier:   
Invoice Form:   
Bill By Identifier:   
AR Distribution Code:

**Billing Consolidation Data**

Consolidation Key:   
Setid: Customer ID:

**Purchasing Option**

☐ Purchase Order Required

**Blanket Purchase Orders**

PO Number:   
Start Date:   
End Date:

**InterUnit Billing**

☐ InterUnit Customer GL Business Unit:

[General Info](#) [Bill To Selection](#) [Payment Options](#) [Write-Off Info](#)

Save Notify Add Update/Display Include History Correct History

- **Effective Date** - Accept Current Date default
- **Status** – Accept Active Default
- **Enter Credit Analyst**– enter appropriate credit analyst or click on the magnifying glass for selection
- **Enter Collector** – enter appropriate collector or click on the magnifying glass for selection

## Click on the Address Tab

Navigation: Favorites | Main Menu > Customers > Customer Information > General Information

General Info | Bill To Options | Ship To Options | Sold To Options | **Address** | Miscellaneous General Info | Personal

SetID: 01110      Customer: ST099      Finance and Management Dept

---

**Address Locations** Find | View All First 1 of 1 Last

\*Location:       ☒ Bill To    ☒ Primary    ☐ Broker  
☐ Ship To    ☐ Indirect  
☐ Sold To    ☐ Correspondence Address

Description:       [VAT Default](#)    [VAT Service Treatment Setup](#)

---

**Address Details** Find | View All First 1 of 1 Last

\*Effective Date:       \*Status:       Language Code:   
Tax Code:       Physical Nature:       Where Performed:

Country:        **Alternate Names**

Address 1:   
Address 2:   
Address 3:

[View Phone Information](#)

City:       ☐ In City Limit  
County:       Postal:   
State:

**Reminder**  
Complete address required. Address1, City, State and Zip Code

Buttons: Save, Notify, Add, Update/Display, Code History, Direct History

The Address Page displays.

- **Location** – Leave default of 1
- **Enter Description** – enter appropriate location description (not mandatory)
- **Select Bill To** – select Bill To – page updates with Primary Field Checkbox.
- **Ship To** – Primarily used by department of BGS
- **Sold To** – Primarily used by department of BGS
- **Select Primary** – select primary box (Primary Box populates when Bill To is selected)
- **Effective Date** – leave as default ,Current Date

- **Status** – leave as default , Active
- **Country** – leave as default USA or click on magnifying glass and choose a valid value
- **Address 1** – Enter appropriate Customer Street Address
- **Address 2** – Enter appropriate data if applicable
- **Address 3** – Enter appropriate data if applicable
- **Enter City, State, Postal** – Enter appropriate city, state, and zip for the Customer
- **County** – Leave Blank

## Click on the Miscellaneous General Info Tab

The Miscellaneous General Info page displays.

[Favorites](#) | [Main Menu](#) > [Customers](#) > [Customer Information](#) > [General Information](#)

---

[General Info](#) | [Bill To Options](#) | [Ship To Options](#) | [Sold To Options](#) | [Address](#) | **[Miscellaneous General Info](#)** | [Personal](#)

---

**SetID:** 01110    **Customer:** ST099    Finance and Managment Dept

---

**Web URL:**  [Website URL](#)

**Stock Symbol:**  [Stock Symbol](#)

---

**Currency Code:**  [Magnifying Glass](#)    **Rate Type:**  [Magnifying Glass](#)

---

Support Teams			
Support Team Code	Default		
FM <a href="#">Magnifying Glass</a>	<input checked="" type="checkbox"/>	<a href="#">+</a>	<a href="#">-</a>

---

**Date Last Maintained:**    **Last Maintained By Operator ID:**

---

[General Info](#)

[Save](#) | [Notify](#) | [Add](#) | [Update/Display](#) | [Include History](#) | [Correct History](#)

- **Currency Code** - USD
- **Rate Type** – CRRNT
- **Support Team Code** – enter appropriate support team code or select a valid value by clicking on the magnifying glass **Default** – Select default Box

Click Save

## CUSTOMER ADD IS COMPLETE

## Maintain/Update Customer Name and/or Address

**Possible situations when this function is used:** An error was made, or a Customer has a name and/or address change, so the Customer information needs to be updated.

**Navigation:** Customers > Customer Information > General Information

Favorites > Main Menu > Customers > Customer Information > General Information

### General Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Maximum number of rows to return (up to 300):

SetID: =

Customer ID: begins with

Name 1: begins with

Telephone: begins with

City: begins with

State: begins with

Postal Code: begins with

☐ Include History ☐ Correct History ☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

The General Information page is displayed.

### Enter SetID

- leave as default **or**
- enter the appropriate business unit

### Enter Customer ID

- Enter appropriate Customer ID

## Click the Search button

\*Depending on the maintenance to customer, you may be required to use Correct History. Only those who will be entering and maintaining customers should have access to Correct History.

Favorites | Main Menu > Customers > Customer Information > General Information

---

General Info | Bill To Options | Ship To Options | Sold To Options | Address | Miscellaneous General Info | Personal

---

SetID: 01110      Customer: ST003

---

\*Customer Status: Active      Level: Regular  
\*Date Added: 06/28/2002      \*Since: 06/28/2002      \*Type: User 1  
\*Name 1: Financial Operations      \*Short Name: FM

---

Roles

<input checked="" type="checkbox"/> Bill To Customer <a href="#">Bill To Selection</a>	<input checked="" type="checkbox"/> Correspondence Customer <a href="#">Correspondence Selection</a>
<input type="checkbox"/> Ship To Customer <a href="#">Ship To Selection</a>	<input checked="" type="checkbox"/> Remit From Customer <a href="#">Remit From Selection</a>
<input type="checkbox"/> Sold To Customer <a href="#">Sold To Selection</a>	<input checked="" type="checkbox"/> Corporate Customer <a href="#">Corporate Selection</a>
<input type="checkbox"/> Broker Customer	<input type="checkbox"/> Consolidation Customer      Consolidation Business Unit: <input type="text"/>
<input type="checkbox"/> Indirect Customer	<input type="checkbox"/> Federal Customer      Trading Partner Code: <input type="text"/>

---

Go to: ...More

### WARNING

Changing certain fields within the customer pages require you to use Correct History. If you tried changing one of those fields without selecting or clicking on the **Correct History** button you will receive the following error message:  
Cannot change current or history records unless in Correction mode.

### Enter Name 1 (New / Corrected Name 1)

- Delete original name and enter New Name.
- Original Name will drop to a Former Name 1 field

### Click on the Save Button

Favorites | Main Menu > Customers > Customer Information > General Information

General Info | Bill To Options | Ship To Options | Sold To Options | Address | Miscellaneous General Info | Personal

SetID: 01110 Customer: ST003

\*Customer Status: Active Level: Regular

\*Date Added: 06/28/2002 \*Since: 06/28/2002 \*Type: User 1

\*Name 1: Financial Operations Mont \*Short Name: FM

Roles

<input checked="" type="checkbox"/> Bill To Customer <a href="#">Bill To Selection</a>	<input checked="" type="checkbox"/> Correspondence Customer <a href="#">Correspondence Selection</a>
<input type="checkbox"/> Ship To Customer <a href="#">Ship To Selection</a>	<input checked="" type="checkbox"/> Remit From Customer <a href="#">Remit From Selection</a>
<input type="checkbox"/> Sold To Customer <a href="#">Sold To Selection</a>	<input checked="" type="checkbox"/> Corporate Customer <a href="#">Corporate Selection</a>
<input type="checkbox"/> Broker Customer	<input type="checkbox"/> Consolidation Customer
<input type="checkbox"/> Indirect Customer	<input type="checkbox"/> Federal Customer

Consolidation Business Unit:

Trading Partner Code:

Go to: ...More

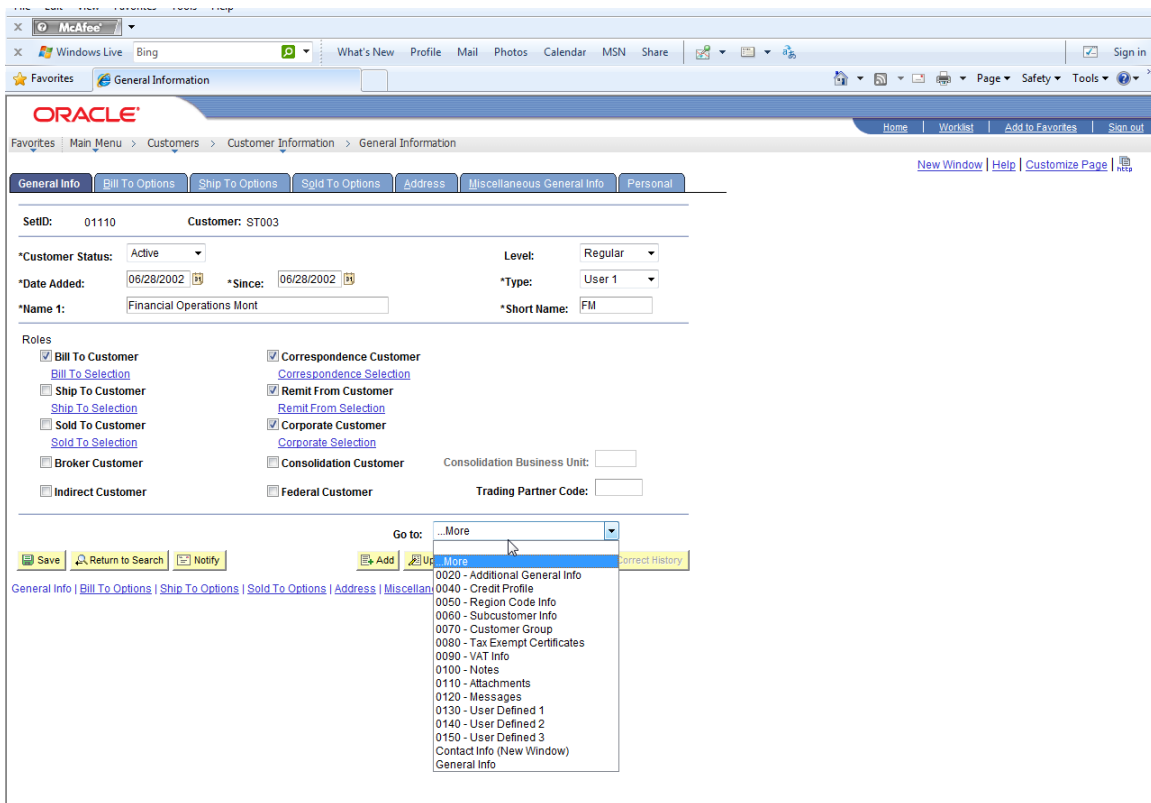
Save Return to Search Notify Add Update/Display Include History Correct History

The Customer Name has been updated.

To View Name 2, Name 3 and Former Name fields

- Click on **Go To** drop down arrow
- Select 0020 - Additional General Info





A list of options will display. To view the Former Name 1 field:

**Select 0020 - Additional General Info**

Favorites | Main Menu > Customers > Customer Information > General Information

**Additional General Info** | Personal

SetID: 01110 Customer: ST003 Financial Operations

Name 2:   
 Name 3:   
 Vendor SetID:  Vendor ID:  [Vendor Information](#)  
 Workflow User:

Former Name 1:   
 Former Name 2:   
 Tax ID:

Alternate Customer Information: 

SetID	Standard ID Qualifier	ID Number

 SIC Codes: 

SIC Type	SIC Code

Go To: [General Info](#) [Bill To Options](#) [Ship To Options](#) [Sold To Options](#) [Gen Misc Info](#) ...More

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#) [Include History](#) [Correct History](#)

Additional General Info page is displayed. Former Name 1 field displays the original Customer Name 1.

**Click – General Info link**

General Info Page displays

Favorites | Main Menu > Customers > Customer Information > General Information

**General Info** | [Bill To Options](#) | [Ship To Options](#) | [Sold To Options](#) | [Address](#) | [Miscellaneous General Info](#) | [Personal](#)

SetID: 01110 Customer: ST003

\*Customer Status:  Level:   
 \*Date Added:  \*Since:  \*Type:   
 \*Name 1:  \*Short Name:

Roles

<input checked="" type="checkbox"/> Bill To Customer <a href="#">Bill To Selection</a>	<input checked="" type="checkbox"/> Correspondence Customer <a href="#">Correspondence Selection</a>
<input type="checkbox"/> Ship To Customer <a href="#">Ship To Selection</a>	<input checked="" type="checkbox"/> Remit From Customer <a href="#">Remit From Selection</a>
<input type="checkbox"/> Sold To Customer <a href="#">Sold To Selection</a>	<input checked="" type="checkbox"/> Corporate Customer <a href="#">Corporate Selection</a>
<input type="checkbox"/> Broker Customer	<input type="checkbox"/> Consolidation Customer
<input type="checkbox"/> Indirect Customer	<input type="checkbox"/> Federal Customer

Consolidation Business Unit:   
 Trading Partner Code:

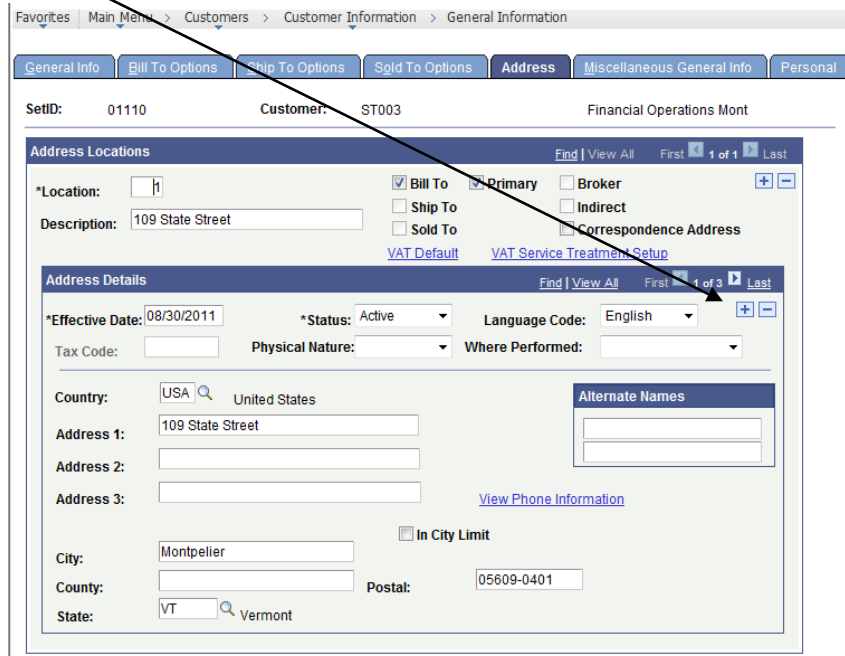
Go to: ...More

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#) [Include History](#) [Correct History](#)

**Click on Address tab.**

Address Page is displayed.

**Add new effective dated row in the Address Details by clicking on the  sign button.**



A new row is created with a new effective date (current date). The original address populates in the new effective dated row.

**Make the appropriate change to the Address.**

**Save the page – the Address is updated.**

[Favorites](#) | [Main Menu](#) > [Customers](#) > [Customer Information](#) > [General Information](#)

[General Info](#) | [Bill To Options](#) | [Ship To Options](#) | [Sold To Options](#) | **Address** | [Miscellaneous General Info](#) | [Personal](#)

**SetID:** 01110      **Customer:** ST003      Financial Operations Mont

---

**Address Locations**
[Find](#) | [View All](#)    First 1 of 1 Last

\*Location: 1      ☒ Bill To    ☒ Primary    ☐ Broker  
 Description: 109 State Street    ☐ Ship To    ☐ Indirect  
    ☐ Sold To    ☐ Correspondence Address  
    [VAT Default](#)    [VAT Service Treatment Setup](#)

---

**Address Details**
[Find](#) | [View All](#)    First 1 of 4 Last

\*Effective Date: 09/06/2011    \*Status: Active    Language Code: English  
 Tax Code:    Physical Nature:    Where Performed:

Country: USA United States    **Alternate Names**  
 Address 1: 109 State Street  
 Address 2: 4th Floor  
 Address 3:   
 City: Montpelier    ☐ In City Limit  
 County:    Postal: 05609-0401  
 State: VT Vermont

[View Phone Information](#)

Page is refreshed with new customer address.

Click on **View All**

Page is displayed with both effective dated rows.

Favorites | Main Menu > Customers > Customer Information > General Information

General Info | Bill To Options | Ship To Options | Sold To Options | Address | Miscellaneous General Info | Per

SetID: 01110 Customer: ST003 Financial Operations Mont

### Address Locations

Find | View All First 1 of 1 Last

\*Location: 1 ☒ Bill To ☒ Primary ☐ Broker  
Description: 109 State Street ☐ Ship To ☐ Indirect  
☐ Sold To ☐ Correspondence Address

[VAT Default](#) [VAT Service Treatment Setup](#)

### Address Details

Find | View 1 First 1-4 of 4 Last

\*Effective Date: 09/06/2011 \*Status: Active Language Code: English  
Tax Code: Physical Nature: Where Performed:

Country: USA United States **Alternate Names**  
Address 1: 109 State Street  
Address 2: 4th Floor  
Address 3: [View Phone Information](#)

☐ In City Limit  
City: Montpelier  
County: Postal: 05609-0401  
State: VT Vermont

\*Effective Date: 08/30/2011 \*Status: Active Language Code: English  
Tax Code: Physical Nature: Where Performed:

Country: USA United States **Alternate Names**  
Address 1: 109 State Street  
Address 2:  
Address 3: [View Phone Information](#)

## MAINTAINING CUSTOMER IS COMPLETE

## Inquire On Customer Information, Name/Address

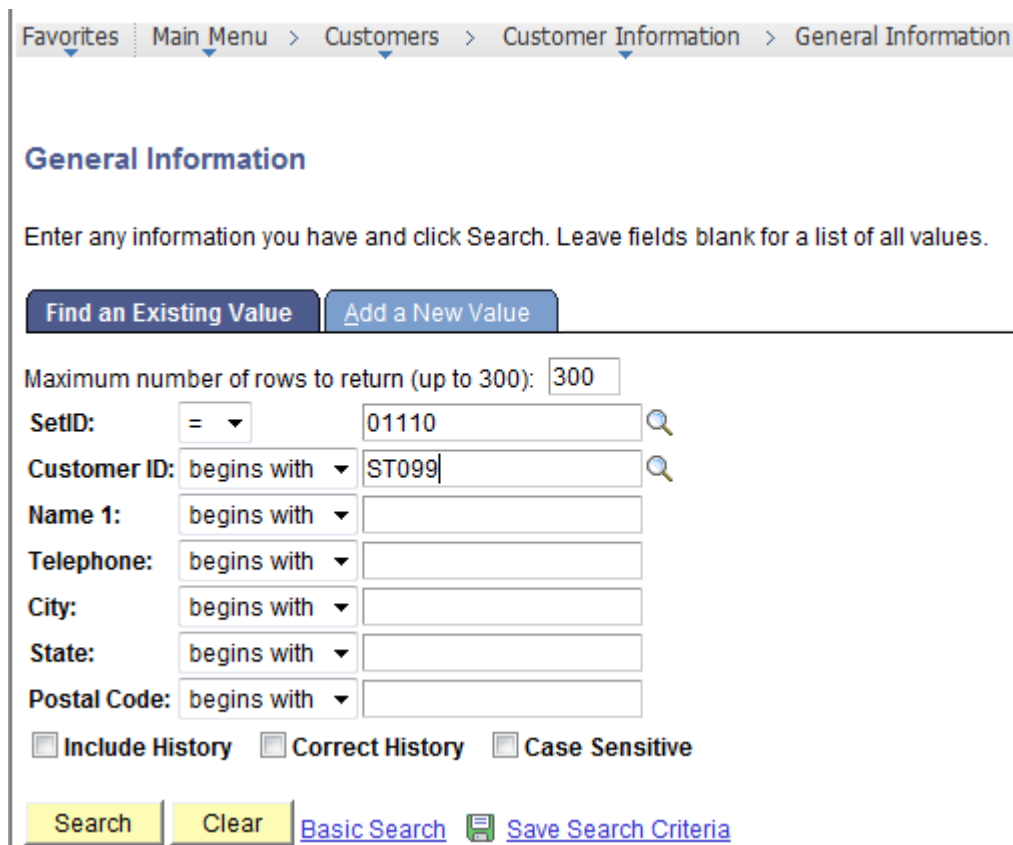
**Possible situations when this function is used:** It may be necessary to inquire on an existing customer's information to confirm a name or address.

**Navigation:** Customers > Customer Information > General Information

The General Information page displays. You can search for a customer many ways as you can see by the number of fields that are displayed. In this example we know the customer number. So enter valid value in the following fields:

**SetID** – Enter appropriate SetId

**Customer ID** - Enter valid value



Favorites > Main Menu > Customers > Customer Information > General Information

### General Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value** **Add a New Value**

Maximum number of rows to return (up to 300): 300

**SetID:** = 01110

**Customer ID:** begins with ST099

**Name 1:** begins with

**Telephone:** begins with

**City:** begins with

**State:** begins with

**Postal Code:** begins with

☐ Include History ☐ Correct History ☐ Case Sensitive

**Search** **Clear** [Basic Search](#) [Save Search Criteria](#)

**Click the Search button**

The Customer Component page displays on General Info tab. Review page to confirm customer information is correct. If customer's name has changed, to make correction, refer to Maintain Customer Name and or Address.

Favorites | Main Menu > Customers > Customer Information > General Information  
 General Info | Bill To Options | Ship To Options | Sold To Options | Address | Miscellaneous General Info | Personal  
 SetID: 01110 Customer: ST099  
 \*Customer Status: Active Level: Regular  
 \*Date Added: 09/06/2011 \*Since: 09/06/2011 \*Type: User 1  
 \*Name 1: Finance and Management Dept \*Short Name: Finance an  
 Roles  
☒ Bill To Customer [Bill To Selection](#)  
☐ Ship To Customer [Ship To Selection](#)  
☐ Sold To Customer [Sold To Selection](#)  
☐ Broker Customer  
☐ Indirect Customer  
☒ Correspondence Customer [Correspondence Selection](#)  
☒ Remit From Customer [Remit From Selection](#)  
☒ Corporate Customer [Corporate Selection](#)  
☐ Consolidation Customer Consolidation Business Unit:  
☐ Federal Customer Trading Partner Code:  
 Go to: ...More  
 Save Return to Search Notify Add Update/Display Include History Correct History

## Click on the Address tab

The address page is displayed.

Favorites | Main Menu > Customers > Customer Information > General Information  
 General Info | Bill To Options | Ship To Options | Sold To Options | Address | Miscellaneous General Info | Personal  
 SetID: 01110 Customer: ST099 Finance and Management Dept  
 Address Locations Find | View All First 1 of 1 Last  
 \*Location: Description: 109 State Street  
☒ Bill To ☒ Primary ☐ Broker  
☐ Ship To ☐ Indirect  
☐ Sold To ☐ Correspondence Address  
[VAT Default](#) [VAT Service Treatment Setup](#)  
 Address Details Find | View All First 1 of 1 Last  
 \*Effective Date: 09/06/2011 \*Status: Active Language Code: English  
 Tax Code: Physical Nature: Where Performed:  
 Country: USA United States Alternate Names  
 Address 1: Finance and Management  
 Address 2: 109 State Street  
 Address 3: [View Phone Information](#)  
☐ In City Limit  
 City: Montpelier  
 County: Postal: 05609-0401  
 State: VT Vermont

Verify that the customer's address is correct. If the address has changed and needs correcting refer to Maintain Customer Name and or Address.

## Click on Miscellaneous General Info Tab

Miscellaneous General Info page is displayed.

Favorites | Main Menu > Customers > Customer Information > General Information

General Info | Bill To Options | Ship To Options | Sold To Options | Address | **Miscellaneous General Info** | Personal

SetID: 01110   Customer: ST099   Finance and Managment Dept

Web URL:  [Website URL](#)

Stock Symbol:  [Stock Symbol](#)

Currency Code:  [Search](#)   Rate Type:  [Search](#)

Support Teams

Support Team Code	Default		
FM <a href="#">Search</a>	<input checked="" type="checkbox"/>	<a href="#">+</a>	<a href="#">-</a>

Date Last Maintained: 09/06/2011   Last Maintained By Operator ID: TJARVIS

[General Info](#)

[Save](#)   [Return to Search](#)   [Notify](#)   [Add](#)   [Update/Display](#)   [Include History](#)   [Correct History](#)

Mandatory fields on this page are Currency Code, Rate Type, and Support Teams. If changes are needed to these fields you can make changes only if you have security for Correct History. Maintain Customer Name and or address explains how to use the Correct History function.

## INQUIRING ON A CUSTOMER IS COMPLETE



## Enter Online A/R Pending Item

**Possible situations when this function is used:** To create an accounts receivable item for a customer in the Accounts Receivable module. (Reasons for entering a pending item are: Grants, Federal Draws, Wires, Refund of Expenditures, and to track receivables for internal and external customers either from Billing or **Intra/Inter-Payment Processing.**)

**Navigation:** Accounts Receivable > Pending Items > Online Items > Group Entry

**Click on Add a New Value Tab**

Favorites > Main Menu > Accounts Receivable > Pending Items > Online Items > Group Entry

Online Pending Item Entry

Find an Existing Value Add a New Value

Group Unit: 01110

Group ID: NEXT

Add

Your default BU will appear in the Group Unit field.

### Group Unit

- leave as default **or**
- enter the appropriate Group Unit

### Group ID

- leave as **NEXT** (System will assign the next sequential number)

**Click the ADD button**

The Group Control page displays

Favorites | Main Menu > Accounts Receivable > Pending Items > Online Items > Group Entry

Group Control | Pending Item 1 | Pending Item 2 | Pending Item 3 | Accounting Entries | Group Action

Group Unit: 01110      Group ID: NEXT

\*Acctg Date: 07/20/2011 [31]  
 \*Group Type: [ ] [magnifying glass]  
 \*Origin ID: [ ] [magnifying glass]

Control Currency: [ ] [magnifying glass]  
 \*Format Currency: USD [magnifying glass]

Totals		Control Data	
Control:	[ ] *Count: [ ]	*Received:	09/07/2011 [31] *Entered: 09/07/2011 [31]
Entered:	0.00 Count: 1	Posted Date:	
Difference:	0.00 Count: -1	Assign:	TJARVIS [magnifying glass] User: TJARVIS
Posted:	0.00 Count: 0		

Group Status

Edit Status:	Edited	Accounting Entries:	Not Balanced
Balanced:	No	Posting Action:	Do Not Post
Posting Status:	Not Posted		

Save Notify Add Update/Display

## Enter Information on Group Control Page

- **Accounting Date** – Enter Current Date
- **Group Type** – Enter or select type B (Billing)
- **Origin ID** – Enter or select appropriate Origin ID
  - **DRAW** – Federal Draw Downs
  - **ON\_AR** – Misc. Online Receivables
  - **REFND** – Refund of Expenditure
  - **WIRE** – Wire Transfer
- **Control Currency** – Enter USD
- **Format Currency** – Accept default of USD
- **Control**– Enter the appropriate dollar amount (total amount billed)
- **Count** – Enter the appropriate Control Count (# of lines on pending item)
- **Received Date** – Leave default of Current Date
- **Entered Date** – Leave default of Current Date

[Favorites](#) > [Main Menu](#) > [Accounts Receivable](#) > [Pending Items](#) > [Online Items](#) > [Group Entry](#)

[Group Control](#) | [Pending Item 1](#) | [Pending Item 2](#) | [Pending Item 3](#) | [Accounting Entries](#) | [Group Action](#)

**Group Unit:** 01110    **Group ID:** NEXT

---

**\*Acctg Date:** 07/20/2011 **\*Group Type:** B Billing    **Control Currency:** USD   
**\*Origin ID:** ON\_AR ONL\_AR    **\*Format Currency:** USD

Totals			Control Data		
<b>Control:</b>	100.00	<b>*Count:</b> 1	<b>*Received:</b>	09/07/2011	<b>*Entered:</b> 09/07/2011
<b>Entered:</b>	0.00	<b>Count:</b> 1	<b>Posted Date:</b>		
<b>Difference:</b>	100.00	<b>Count:</b> 0	<b>Assign:</b>	TJARVIS	<b>User:</b> TJARVIS
<b>Posted:</b>	0.00	<b>Count:</b> 0			

**Group Status**  
**Edit Status:** Edited    **Accounting Entries:** Not Balanced  
**Balanced:** No    **Posting Action:** Do Not Post  
**Posting Status:** Not Posted

Save    Notify    Add    Update/Display

Click on the Pending Item 1 Tab

The Pending Item 1 page displays.

[Favorites](#) > [Main Menu](#) > [Accounts Receivable](#) > [Pending Items](#) > [Online Items](#) > [Group Entry](#)

[Group Control](#) | [Pending Item 1](#) | [Pending Item 2](#) | [Pending Item 3](#) | [Accounting Entries](#) | [Group Action](#)

**Group Unit:** 01110    **Group ID:** NEXT

**Pending Item Entry** Find | View All    First 1 of 1 Last

**\*Acctg Date:** 07/20/2011    **\*As Of Date:** 07/20/2011    **Sequence:** 1   
**\*Item ID:**     **Line:**

**\*Bus. Unit:** 01110 **\*Customer:**  **SubCust1:**  **SubCust2:**   
**\*Amount:**     **\*Currency:**     **\*Entry Type:**     **Reason:**    
**Rate Type:**     **AR Dist:**     **Exch Rt:**  ☒ **Revalue Flg** [Projects](#)

Payment Terms			
<b>Terms:</b> <input type="text"/>	<b>Due Date:</b> <input type="text"/>	<b>Due Days:</b> <input type="text"/>	
<b>Disc Amt:</b> <input type="text"/>	<b>Disc Date:</b> <input type="text"/>	<b>Disc Days:</b> <input type="text"/>	
<b>Disc Amt 1:</b> <input type="text"/>	<b>Disc Date 1:</b> <input type="text"/>	<input type="checkbox"/> <b>Always Allow Discount</b>	

Reference Information			
<b>PO Ref:</b> <input type="text"/>	<b>PO Line:</b> <input type="text"/>	<b>BOL:</b> <input type="text"/>	<b>Order No:</b> <input type="text"/>
<b>Document:</b> <input type="text"/>	<b>Line Item:</b> <input type="text"/>	<b>Contract:</b> <input type="text"/>	<b>L/C ID:</b> <input type="text"/>

Save    Notify    Add    Update/Display

- **Accounting Date and As of Date** – Accept default (**Never change**). Dates default from the Accounting date on the Group Control page.
- **Item ID** - Enter appropriate Item ID (Field is checked for duplicate items through the ARUPDATE Batch process which post the pending item on customers account) (Assign a numbering system to assure duplicates are not entered.) When ARUPDATE process runs overnight it checks the ItemId, Line and Customer number within a business unit and if all three are identical to original item that has posted you will receive an error for that line. Item duplicate error.
- **Line** – Enter appropriate sequential line # (not a required field) Line field is used if the ItemID for each line is the same. ARUPDATE process looks for ItemID, Line and Customer before it considers an item as a duplicate.
- **Customer**– Enter appropriate Customer ID
- **Amount** – Enter amount associated to Item
- **Entry Type** – Enter appropriate Entry Type or select valid value
- **Reason** – Enter appropriate Reason or select valid value
- **AR Dist** – Defaults in when you select Reason

**COPY LINE BUTTON** – This feature is used if you are entering multiple lines with the same Item ID using the line numbering field.

The screenshot shows the 'Group Entry' form with the following fields and buttons:

- Navigation: Favorites | Main Menu > Accounts Receivable > Pending Items > Online Items > Group Entry
- Tabs: Group Control, Pending Item 1, Pending Item 2, Pending Item 3, Accounting Entries, Group Action
- Group Unit: 01110, Group ID: NEXT
- Form Fields:
  - \*Acctg Date: 07/20/2011
  - \*As Of Date: 07/20/2011
  - \*Item ID: EXAMPLE
  - \*Bus. Unit: 01110
  - \*Customer: ST003
  - \*Amount:
  - \*Currency: USD
  - \*Entry Type: WR
  - Reason: WIRE
  - AR Dist: WR-AR
  - Exch Rt:
  - Rate Type:
  - Sequence: 1
  - SubCust1:
  - SubCust2:
  - FM
  - Rev due Fig
  - Projects
- Payment Terms:
  - Terms: DUR
  - Due Date:
  - Due Days:
  - Disc Amt:
  - Disc Date:
  - Disc Days:
  - Disc Amt 1:
  - Disc Date 1:
  - Always Allow Discount
- Reference Information:
  - PO Ref:
  - PO Line:
  - BOL:
  - Order No:
  - Document:
  - Line Item:
  - Contract:
  - L/C ID:
- Buttons: Save, Notify, Add, Update/Display

Click on **+** button to insert a new row. When all additional rows are entered:

Click on the Group Action Tab

The Group Action page displays.

**NOTE: Entry Types and Reasons vary between Business Units.**

The screenshot shows the 'Group Action' page with the following sections and buttons:

- Navigation: Favorites | Main Menu > Accounts Receivable > Pending Items > Online Items > Group Entry
- Tabs: Group Control, Pending Item 1, Pending Item 2, Pending Item 3, Accounting Entries, Group Action
- Group Unit: 01110, Group ID: NEXT
- Entered: 09/07/2011, Status: Do Not Post
- Group Actions:
  - Balance
  - Delete Group
- Posting Action:
  - Action: Do Not Post
  - OK
- Accounting Entry Actions:
  - Create Entries
  - Delete Entries

Click on the Create Entries button in the Accounting Entry Actions section of the page.

Favorites | Main Menu > Accounts Receivable > Pending Items > Online Items > Group Entry

Group Control | Pending Item 1 | Pending Item 2 | Pending Item 3 | Accounting Entries | Group Action

Group Unit: 01110 Group ID: 2491

Accounting Entries Find | View All First 1 of 2 Last

Item ID: EXAMPLE Line: SubCust1: SubCust2: Entry Type: WR  
 Bus. Unit: 01110 Customer: ST003 Amount: 100.00 Currency: USD Reason: WIRE

Complete Display Totals: Entry

Distribution Lines Customize | Find | View All First 1-2 of 2 Last

Line	GL Unit	Ledger Grp	Ledger	Amount	Account	Fund	Dept	Program	Class	Project	Affiliate
2	01110	ACTUALS	ACTUALS	-100.00	462500	63089	11100				
102	01110	ACTUALS	ACTUALS	100.00	110001	63089	1110002000				

Lines: 2 DR: 100.00 Currency: USD CR: 100.00 Currency: USD Net: 0.000

Save Return to Search Notify Add Update/Display

The Accounting Entries page displays. Also Group ID number is assigned. Some chartfields will default. Even though these chartfields default you can manually change the defaults to the appropriate Chartfields. Remember the fields that are mandatory are: Account, Fund and Dept.

Enter appropriate Chartfield info:

- **Account** – Leave as default or enter appropriate account
- **Fund** – Leave as default or enter appropriate fund
- **Dept** - Leave as default or enter appropriate Dept ID
- **Program, Class & Project Grant** – Leave as default or enter appropriate Program, Class or Project/ Grant

**Click Save**

Chartfield information entered carries to the debit side of the entry.

**Click the Group Action tab.**

The Group Action page opens.

The screenshot shows the Oracle Group Action page in a Windows Internet Explorer browser. The address bar displays the URL: [https://fintraining.peoplesoft.state.vt.us/psp/TRAINING/EMPLOYEE/ERP/c/ENTER\\_RECEIVABLES.ENT\\_ONLAID\\_UPDT.GBL?PORTALPARAM\\_PTCN%201110&PORTALPARAM\\_PTCN%202491](https://fintraining.peoplesoft.state.vt.us/psp/TRAINING/EMPLOYEE/ERP/c/ENTER_RECEIVABLES.ENT_ONLAID_UPDT.GBL?PORTALPARAM_PTCN%201110&PORTALPARAM_PTCN%202491). The browser's Favorites bar shows 'Group Entry' and 'GoToManage - IT Manage...'. The Oracle logo is at the top left. The breadcrumb navigation is: [Favorites](#) > [Main Menu](#) > [Accounts Receivable](#) > [Pending Items](#) > [Online Items](#) > [Group Entry](#). The page has tabs for 'Group Control', 'Pending Item 1', 'Pending Item 2', 'Pending Item 3', 'Accounting Entries', and 'Group Action'. The 'Group Action' tab is selected. Below the tabs, the 'Group Unit' is 01110 and the 'Group ID' is 2491. The 'Entered' date is 09/07/2011 and the 'Status' is 'Do Not Post'. There are three main sections: 'Group Actions' with 'Balance' and 'Delete Group' buttons; 'Posting Action' with a dropdown menu showing 'Do Not Post', 'Batch Standard', and 'Do Not Post', and an 'OK' button; and 'Accounting Entry Actions' with 'Create Entries' and 'Delete Entries' buttons. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'. A breadcrumb trail at the very bottom reads: [Group Control](#) | [Pending Item 1](#) | [Pending Item 2](#) | [Pending Item 3](#) | [Accounting Entries](#) | [Group Action](#).

Select the drop down arrow within the Action field: under the Posting Action section of the page.

- **Select Batch Standard**
- **Click OK button**

[Favorites](#) | [Main Menu](#) > [Accounts Receivable](#) > [Pending Items](#) > [Online Items](#) > [Group Entry](#)

---

[Group Control](#) | [Pending Item 1](#) | [Pending Item 2](#) | [Pending Item 3](#) | [Accounting Entries](#) | [Group Action](#)

---

**Group Unit:** 01110      **Group ID:** 2491

---

**Entered:** 09/07/2011      **Status:** Batch Standard

**Group Actions**

[Balance](#)

[Delete Group](#)

**Posting Action**

**Action:** Batch Standard

**Accounting Entry Actions**

[Create Entries](#)

[Delete Entries](#)

The Status changes from Do Not Post to Batch Standard. The AR Pending Item group is set to post the next time the AR Update process runs. ARUPDATE is run as a batch process nightly.

\*\*\*\*\* Record Group ID # \_\_\_\_\_

## ENTERING A PENDING GROUP IS COMPLETE



## Enter an Online A/R Credit Pending Item

**Possible situations when this function is used:** Create a Credit to a customer's account for item(s) that may have been overcharged or entered twice. Once Credit pending group has posted you will be required to enter a maintenance worksheet in order to close account for item (invoice). See Maintenance worksheet section of manual for more information.

**Navigation:** Accounts Receivable > Pending Items > Online Items > Group Entry

**Click on the Add a New Value Tab**

Favorites > Main Menu > Accounts Receivable > Pending Items > Online Items > Group Entry

**Online Pending Item Entry**

Find an Existing Value   Add a New Value

Group Unit: 01110 🔍

Group ID: NEXT 🔍

Add

### Group Unit

- leave as default **or**
- enter the appropriate Group Unit

### Group ID

- Defaults as **NEXT**, accept default – system will assign the next sequential number.






**Click the ADD button**

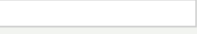




The Group Control page displays.

Favorites Main Menu > Accounts Receivable > Pending Items > Online Items > Group Entry

Group Control Pending Item 1 Pending Item 2 Pending Item 3 Accounting Entries Group Action





Group Unit: 01110 Group ID: NEXT

\*Acctg Date: 07/20/2011   
\*Group Type:   
\*Origin ID:   
Control Currency:   
\*Format Currency: USD 

Totals		Control Data	
Control:		*Count:	
Entered:	0.00	Count:	1
Difference:	0.00	Count:	-1
Posted:	0.00	Count:	0
		*Received:	09/07/2011 
		*Entered:	09/07/2011 
		Posted Date:	
		Assign:	TJARVIS 
		User:	TJARVIS

Group Status

Edit Status:	Edited	Accounting Entries:	Not Balanced
Balanced:	No	Posting Action:	Do Not Post
Posting Status:	Not Posted		

 Save  Notify  Add  Update/Display

## Enter Information on Totals Page

- **Accounting Date** – Enter current date
- **Group Type** – Enter type B - Billing
- **Origin ID** – Enter appropriate Origin ID from list of valid values.
- **Control Currency** – Enter USD
- **Control Total Amount** – Enter total Credit dollar amount - make sure to add credit sign (-)
- **Count** – Enter the appropriate Count (# of lines on pending item)
- **Entered Date** – Leave default of Current Date
- **Received Date** – Leave default of Current Date

## Click on the Pending Item 1 Tab

The Pending Item 1 Page displays.

[Favorites](#) | [Main Menu](#) > [Accounts Receivable](#) > [Pending Items](#) > [Online Items](#) > [Group Entry](#)

---

[Group Control](#) | **[Pending Item 1](#)** | [Pending Item 2](#) | [Pending Item 3](#) | [Accounting Entries](#) | [Group Action](#)

---

**Group Unit:** 01110    **Group ID:** NEXT

**Pending Item Entry** Find | View All    First 1 of 1 Last

---

**\*Acctg Date:** 07/20/2011    **\*As Of Date:** 07/20/2011    **Sequence:** 1

**\*Item ID:**     **Line:**  [Copy Line](#)

**\*Bus. Unit:** 01110    **\*Customer:**     **SubCust1:**     **SubCust2:**

**\*Amount:**     **\*Currency:**     **\*Entry Type:**     **Reason:**

**Rate Type:**     **AR Dist:**     **Exch Rt:**     ☒ **Revalue Flg**    [Projects](#)

---

**Payment Terms**

**Terms:**     **Due Date:**     **Due Days:**

**Disc Amt:**     **Disc Date:**     **Disc Days:**

**Disc Amt 1:**     **Disc Date 1:**     ☐ **Always Allow Discount**

---

**Reference Information**

**PO Ref:**     **PO Line:**     **BOL:**     **Order No:**

**Document:**     **Line Item:**     **Contract:**     **L/C ID:**

- **Acctg Date** – defaults from Group control – never change
- **As of Date** – defaults from Group control – never change
- **Item ID** - Enter appropriate Item ID (This field allows up to 30 Alpha/Numeric characters). Make sure the Item ID is unique to avoid a duplicate item error.
- **Line** – Enter appropriate sequential line # (not a mandatory field)
- **Customer**– Enter appropriate Customer ID (once you tab out of field the customer short name will appear to the right of the page.
- **Amount** – Enter Credit Amount
- **Entry Type** – Enter Credit Entry Type
- **Reason** – Enter Credit Reason
- **AR Dist** – Defaults in when you tab out of Reason field

**Click on the Group Action Tab**

[Favorites](#) | [Main Menu](#) > [Accounts Receivable](#) > [Pending Items](#) > [Online Items](#) > [Group Entry](#)

[Group Control](#) | [Pending Item 1](#) | [Pending Item 2](#) | [Pending Item 3](#) | [Accounting Entries](#) | [Group Action](#)

**Group Unit:** 01110      **Group ID:** NEXT

---

**Entered:** 09/07/2011      **Status:** Do Not Post

**Group Actions**

[Balance](#)

[Delete Group](#)

**Posting Action**

Action: Do Not Post [OK](#)

**Accounting Entry Actions**

[Create Entries](#)

[Delete Entries](#)

The Group Action page displays.

Click on **Create Entries** button in the **Accounting Entry Actions** section of page. This button creates accounting entries for all lines of the pending group and takes you to the **Accounting Entries** Tab as seen below. If you only have a few lines you can create the accounting entries by clicking on the **Accounting Entries** tab vs. **Group Action** tab and for each line you will need to click on the ⚡ icon to create accounting entries.

For this example the **Create Entries** button was selected.

The Accounting Entries page displays.

[Favorites](#) | [Main Menu](#) > [Accounts Receivable](#) > [Pending Items](#) > [Online Items](#) > [Group Entry](#)

[Group Control](#) | [Pending Item 1](#) | [Pending Item 2](#) | [Pending Item 3](#) | [Accounting Entries](#) | [Group Action](#)

**Group Unit:** 01110      **Group ID:** 2492

**Accounting Entries** [Find](#) | [View All](#) | First 1 of 1 Last

---

**Item ID:** CREDIT EXAMPLE      **Line:**      **Entry Type:** CR  
**Bus. Unit:** 01110      **Customer:** ST003      **SubCust1:**      **SubCust2:**      **Reason:** CRED  
**Amount:** -100.00      **Currency:** USD

Complete      Display Totals: Entry      ⚡

**Distribution Lines** [Customize](#) | [Find](#) | [View All](#) | First 1-2 of 2 Last

Line	GL Unit	Ledger Grp	Ledger	Amount	Account	Fund	Dept	Program	Class	Project	Affiliate	
2	01110	ACTUALS	ACTUALS	100.00	420000	10000						<a href="#">+</a> <a href="#">-</a>
102	01110	ACTUALS	ACTUALS	-100.00	110001	10000						<a href="#">+</a> <a href="#">-</a>

Lines: 2    DR: 100.00    Currency: USD    CR: 100.00    Currency: USD    Net: 0.000

Enter appropriate Chartfield info: What defaults for accounting entries is determined on the Entry Type and Reason that was chosen on the Pending Item1 page. The mandatory fields are **Account**, **Fund** and **Dept**.

- **Account** – Leave as default or enter appropriate account
- **Fund** – Leave as default or enter appropriate fund
- **Dept** – Leave as default of enter appropriate Department ID (Dept ID)
- **Program** – Enter or select valid value if required
- **Class** – Enter or select valid value if required
- **Project** – Enter or select valid value if required.

### Click Save

A new Group ID is assigned and chartfield information entered carries to the AR side of the entry.

### Click the Group Action tab.

The Group Action page displays.

Select the drop down arrow for the Action: under the **Posting Action** section of page.

- **Select Batch Standard**
- **Click on the OK button**
- **Click the Save Button**

[Favorites](#) | 
 [Main Menu](#) > 
 [Accounts Receivable](#) > 
 [Pending Items](#) > 
 [Online Items](#) > 
 [Group Entry](#)

---

[Group Control](#) | 
 [Pending Item 1](#) | 
 [Pending Item 2](#) | 
 [Pending Item 3](#) | 
 [Accounting Entries](#) | 
 [Group Action](#)

---

**Group Unit:** 01110      **Group ID:** 2492

---

**Entered:** 09/07/2011      **Status:** Batch Standard

Group Actions	Posting Action	Accounting Entry Actions
<div>Balance</div> <div>Delete Group</div>	<b>Action:</b> Batch Standard <input type="button" value="OK"/>	<div>Create Entries</div> <div>Delete Entries</div>

The Status changes from Do Not Post to Batch Standard. The AR Pending Item group is now set to post. The next time ARUPDATE process runs, which is a nightly batch process, the group will post to the customer's account.

**Note:** Credit pending item will post to customer's account through the overnight batch process ARUPDATE. Once this happens a maintenance worksheet needs to be entered in order to close the customer's account for that item. Instructions for maintenance worksheet are found under Create a Maintenance Worksheet.

## ENTER AN ONLINE A/R CREDIT PENDING ITEM IS COMPLETE

## Delete an Entered Online A/R Pending Item That Has Not Posted

**Possible situations when this function is used:** When an A/R Pending item for a customer has been entered, but the group has not yet posted to the customer's account, and it is determined that the group is not needed.

**NOTE:** If an Online A/R Pending Item group has already been posted to the customer's account and needs to be deleted, contact Financial Operations or VISION Finance Support to have the group unposted (unposting can only occur within the current month or first five business days of the new month). The group cannot be deleted, but will remain in unposted status. A group number will be assigned when the group is unposted. For A/R groups posted outside this timeframe, contact Financial Operations or VISION Finance Support for proper procedures.

**Navigation:** Accounts Receivable > Pending Items > Online Items > Group Entry

The Online Pending Item Entry page opens to Find an Existing Value Page.

Online Pending Item Entry

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Maximum number of rows to return (up to 300): 300

Group Unit: = 01110

Group ID: begins with 2492

User ID: begins with

Assigned Operator ID: begins with

Origin ID: begins with

Entered Date: =

Posting Status: =

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

### Enter Group Unit

- Leave as default **or**
- Enter the appropriate Group Unit

## Enter Group ID

- Enter the appropriate Group ID

## Click the Search button

Favorites | Main Menu > Accounts Receivable > Pending Items > Online Items > Group Entry

Group Control | Pending Item 1 | Pending Item 2 | Pending Item 3 | Accounting Entries | Group Action

Group Unit: 01110 Group ID: 2492

\*Acctg Date: 07/20/2011

\*Group Type: B Billing Control Currency: USD

\*Origin ID: WIRE Wire \*Format Currency: USD

Totals				Control Data			
Control:	-100.00	*Count:	1	*Received:	09/07/2011	*Entered:	09/07/2011
Entered:	-100.00	Count:	1	Posted Date:			
Difference:	0.00	Count:	0	Assign:	TJARVIS	User:	TJARVIS
Posted:	0.00	Count:	0				

Group Status

Edit Status: Edited Accounting Entries: Balanced

Balanced: Yes Posting Action: Batch Standard

Posting Status: Not Posted

Save | Return to Search | Notify | Add | Update/Display

The Group Control page displays, with group set to posting action (Batch Standard), but not yet posted.

## Click on the Group Action Tab

The Group Action page displays.



[Favorites](#) > [Main Menu](#) > [Accounts Receivable](#) > [Pending Items](#) > [Online Items](#) > [Group Entry](#)

---

[Group Control](#) | [Pending Item 1](#) | [Pending Item 2](#) | [Pending Item 3](#) | [Accounting Entries](#) | [Group Action](#)

---

**Group Unit:** 01110      **Group ID:** 2492

---

**Entered:** 09/07/2011      **Status:** Batch Standard

**Group Actions**

[Balance](#)

[Delete Group](#)

**Posting Action**

**Action:** Batch Standard [OK](#)

**Accounting Entry Actions**

[Create Entries](#)

[Delete Entries](#)

## Click on the Delete Group Button

**Message** [X]

Delete this group? (6030,15)

This is a warning message to make sure that you want to delete this group.  
Press YES to delete the group. Press NO to cancel the delete.

[Yes](#)      [No](#)

You will receive the warning message **"Delete this group?"**

## Click Yes

You are returned to the Group Action page with the buttons no longer available.

[Favorites](#) > [Main Menu](#) > [Accounts Receivable](#) > [Pending Items](#) > [Online Items](#) > [Group Entry](#)

---

[Group Control](#) | [Pending Item 1](#) | [Pending Item 2](#) | [Pending Item 3](#) | [Accounting Entries](#) | [Group Action](#)

---

**Group Unit:** 01110      **Group ID:** 2492

---

**Entered:** 09/07/2011      **Status:** Batch Standard

**Group Actions**

[Balance](#)

[Delete Group](#)

**Posting Action**

**Action:** Batch Standard [OK](#)

**Accounting Entry Actions**

[Create Entries](#)

[Delete Entries](#)

To confirm that the Group has been deleted, do the following:

**Navigation:** Accounts Receivable > Pending Items > Online Items > Group Entry

The Online Pending Item Entry page displays.

**Enter Group Unit**

- Leave as default **or**
- Enter the appropriate Group Unit

**Enter Group ID**

- Enter the appropriate Group ID

Click the Search button

Favorites Main Menu > Accounts Receivable > Pending Items > Online Items > Group Entry

### Online Pending Item Entry

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value** **Add a New Value**

Maximum number of rows to return (up to 300):

Group Unit:

Group ID:

User ID:

Assigned Operator ID:

Origin ID:

Entered Date:

Posting Status:

☐ Case Sensitive

**Search** **Clear** [Basic Search](#) [Save Search Criteria](#)

No matching values were found.

You will receive the message "**No matching values were found.**"

Group has been deleted and is no longer available.

**DELETE ONLINE PENDING ITEM IS COMPLETE**

## Enter Customer Deposit/Worksheet

**Possible situations when this function is used:** Regular customer deposits are used to apply payments to customer's accounts in the Accounts Receivable module.

**Navigation:** Accounts Receivable > Payments > Online Payments > Regular Deposit

**Click on the Add a New Value Tab**

Favorites > Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit

**Regular Deposit Entry**

Find an Existing Value Add a New Value

Deposit Unit: 01110

Deposit ID: Example

Add

Your default BU will appear in the Business Unit field.

### Enter Deposit Unit

- leave as default **or**
- enter the appropriate Deposit unit

### Enter Deposit ID

- Enter appropriate New Deposit ID

**Click the ADD button**

The Totals Page displays.

[Favorites](#) | [Main Menu](#) > [Accounts Receivable](#) > [Payments](#) > [Online Payments](#) > [Regular Deposit](#)

---

**Totals** | [Payments](#)

---

**Unit:** 01110      **Deposit ID:** EXAMPLE      [Delete Deposit](#)

---

**\*Acctg Date:** 07/20/2011      **Control Currency:** USD

**\*Bank Code:** HOWRI      TD Bank NA      **Format Currency:** USD

**\*Bank Account:** 0002      5240113051      **Rate Type:** CRRNT

**\*Deposit Type:** C      Cash/Chks      **Exch Rt:** 1.00000000

Totals			Control Data	
<b>Control Total Amount:</b>	25.00	<b>*Count:</b> 1	<b>*Received:</b>	07/20/2011
<b>Entered Total Amount:</b>	0.00	<b>Count:</b> 1	<b>*Entered:</b>	09/07/2011
<b>Difference Amount:</b>	0.00	<b>Count:</b> -1	<b>Posted:</b>	
<b>Posted Total Amount:</b>	0.00	<b>Count:</b> 0	<b>Assigned:</b>	TJARVIS
<b>Journalled Total Amount:</b>	0.00	<b>Count:</b> 0	<b>User:</b>	TJARVIS

[Save](#)   [Notify](#)   [Refresh](#)

[Add](#)   [Update/Display](#)

- **Accounting date** – current date default (Do not Change)
- **Entered date** – current date default (field is grayed out)
- **Received date** – (should equal bank deposit date)
- **Enter Bank Code** - Enter appropriate Bank Code
- **Enter Bank Account** - Enter appropriate Bank Account
- **Enter Deposit Type** - Enter appropriate Deposit Type (or deposit type defaults according to the Bank Code and Bank Account that's selected).
- **Enter Control Currency** - USD
- **Enter Control Total** - Enter Control Total (This is the total amount of deposit)
- **Enter Count** - Enter Count - This is the number of payment lines (accounting lines) you will enter in the deposit.

## Click on the Payments Tab

The Payments page is displayed.

Favorites Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit

Totals Payments

Unit: 01110 Deposit ID: EXAMPLE Date: 09/07/2011 Balance: Balanced

Payment Information Find | View All First 1 of 1 Last

Seq	*Payment ID	*Acctg Date	Amount	Currency	Rate Type	Exch Rt
1	EXAMPLE	07/20/2011	25.00	USD	CRRNT	1.00000000

☐ Payment Predictor ☐ Journal Directly ☐ Range of References

Payment Method: Check

Customer Information Find | View All First 1 of 1 Last

Cust ID: ST025 Business Unit: 01110

SubCustomer 1: SubCustomer 2:

Name: Judiciary

Remit From: ST025 Remit From SetID: 01110

Corporate: ST025 Corporate SetID: 01110

MICR ID: Link MICR

Detail References

Reference Information Customize | Find | View All First 1 of 1 Last

	Qual Code	Reference	To Reference	Event
1				

### Payment Information

- **Enter Payment ID** - Enter appropriate Payment ID for first payment line
- **Acctg Date** – Defaults in from the totals page
- **Amount** – Enter appropriate Amount for first payment line
- **Currency** – Defaults in from the totals page
- **Journal Directly** – do not select for customer deposits
- **Payment Method** – defaults as Check accept default

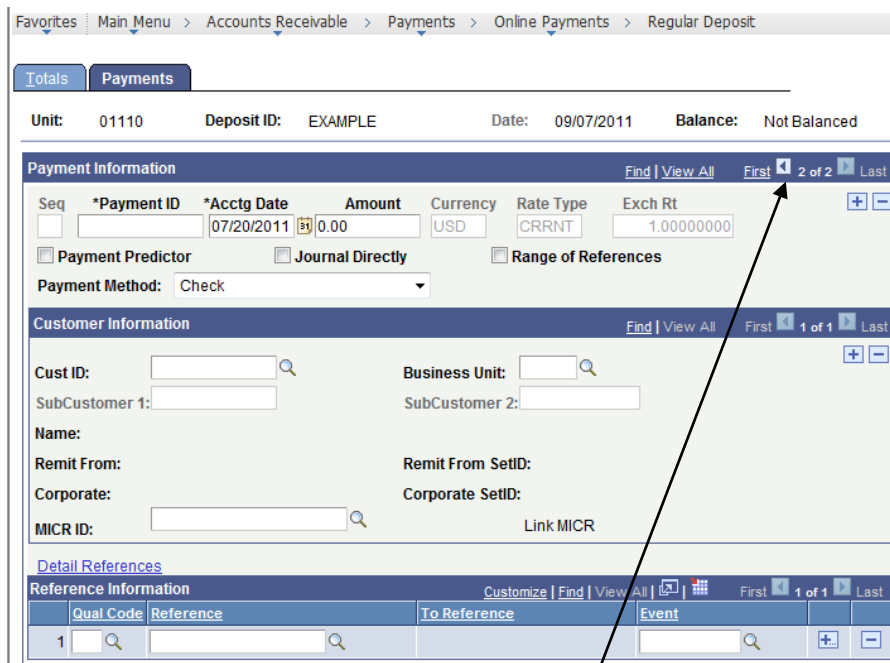
### Customer Information

- **Cust ID** – Enter appropriate Customer ID
- **Business Unit** – Enter your billing Business Unit

Click on the Refresh button and the Customer Name and Remit From (and Corporate) Customer ID and SetID (and Corporate) default into the Customer Information section.

- Insert a New Row by Clicking on the  icon at the TOP right of the page

**Note:** It is important to click the appropriate + to insert a row. This page is divided into three sections and allows rows to be inserted in each section.



Payment page is display with second row.

## Payment Information

- **Payment ID** - Enter appropriate Payment ID for second payment line
- **Acctg Date** – Defaults in from the totals page
- **Amount** – Enter appropriate Amount for second payment line
- **Currency** – Defaults in from the totals page
- **Journal Directly** – for customer deposits **DO NOT** select
- **Payment Method** – defaults as Check accept default

## Customer Information

- **Cust ID** – Enter appropriate Customer ID
- **Business Unit** – Enter your billing Business Unit

Click on the Refresh button and the Customer Name and Remit From (and Corporate) Customer ID and SetID (and Corporate) default into the Customer Information section.

Click the Save Button at the bottom left side of the page

**NOTE:** The deposit should be Balanced (see the upper right corner of the Payments Tab)

## Click on the Totals Tab

The Totals page is displayed.

Favorites | Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit

**Totals** | Payments

Unit: 01110      Deposit ID: EXAMPLE      [Delete Deposit](#)

---

\*Acctg Date: 07/20/2011      Control Currency: USD   
\*Bank Code: HOWRE      TD Bank NA      Format Currency: USD  
\*Bank Account: 0002      5240113051      Rate Type: CRRNT  
\*Deposit Type: C      Cash/Chks      Exch Rt: 1.00000000

Totals			Control Data	
Control Total Amount:	50.00	*Count: 2	*Received:	07/20/2011
Entered Total Amount:	50.00	Count: 2	*Entered:	09/07/2011
Difference Amount:	0.00	Count: 0	Posted:	
Posted Total Amount:	0.00	Count: 0	Assigned:	TJARVIS
Journalled Total Amount:	0.00	Count: 0	User:	TJARVIS

[Save](#)   [Notify](#)   [Refresh](#)      [Add](#)   [Update/Display](#)

**NOTE:** The Control Total Amount and Count and the Entered Total Amount and Count should be the same. If there is a difference, review payment lines to find the incorrect dollar amount and correct it.

**Regular Customer Deposit, which is your first step, has been completed.**



**Next step is to build a worksheet to select items where the payment(s) are to be applied. See Navigation below:**

**Navigation:** Accounts Receivable > Payments > Apply Payments > Create Worksheet

The Worksheet Selection page displays

Worksheet Selection

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300): 300

Deposit Unit: = 01110

Deposit ID: begins with Example

Payment Sequence: =

Payment ID: begins with

Payment Status: =

User ID: begins with

Assigned Operator ID: begins with

Payment Predictor Method: begins with

Accounting Date: =

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Deposit Id may default. If not enter the deposit ID #.

Your BU will appear in the Deposit Unit field and your Deposit ID will appear in the Deposit ID field. **OR**

- **Deposit Unit** – Enter appropriate deposit unit
- **Deposit ID** – Enter appropriate deposit ID

## Click on Yellow Search Button

Favorites | Main Menu > Accounts Receivable > Payments > Apply Payments > Create Worksheet

### Worksheet Selection

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

Maximum number of rows to return (up to 300):

Deposit Unit: =

Deposit ID: begins with

Payment Sequence: =

Payment ID: begins with

Payment Status: =

User ID: begins with

Assigned Operator ID: begins with

Payment Predictor Method: begins with

Accounting Date: =

☐ Case Sensitive

**Search** **Clear** [Basic Search](#) [Save Search Criteria](#)

### Search Results

[View All](#)

Deposit Unit	Deposit ID	Payment Sequence	Payment ID	Payment Amount	Payment Currency	Payment Status	User ID	Assigned Operator ID
<a href="#">01110</a>	<a href="#">EXAMPLE</a>	<a href="#">1</a>	<a href="#">EXAMPLE</a>	25	USD	Ident	TJARVIS	TJARVIS
<a href="#">01110</a>	<a href="#">EXAMPLE</a>	<a href="#">2</a>	<a href="#">EXAMPLE 2</a>	25	USD	Ident	TJARVIS	TJARVIS

**Search Results will return all lines of the deposit.**

Select the first line of the deposit by clicking on it.

The Worksheet Selection page displays.

[Favorites](#) | [Main Menu](#) > [Accounts Receivable](#) > [Payments](#) > [Apply Payments](#) > [Create Worksheet](#)

---

**Worksheet Selection**

**Deposit Unit:** 01110      **Payment ID:** EXAMPLE      ☐ **Payment Predictor**  
**Deposit ID:** EXAMPLE      **Payment Amount:** 25.00 USD  
**Deposit Status:** None Applied      **Payment Status:** Identified

**Customer Criteria**

**Customer Criteria** Customer Items      **Customer Reference** Find | View All First 1 of 1 Last  
**Customer ID:** ST025      **Business Unit:** 01110      **Name:** Judiciary  
**Remit SetID:** 01110      **Remit From ID:** ST025  
**Corporate SetID:** 01110      **Corporate ID:** ST025  
**MICR ID:**      **Link MICR**

**Reference Criteria**

**Reference Criteria** None      **Item Reference** Find | View All First 1 of 1 Last  
**Restrict to:** All Customers      **Qual Code**      **Reference**      **To Reference**      **Event**  
**Match Rule:** Exact Match     

[Detail Reference](#)  
[Item Status](#)

**Item Inclusion Options**

☒ **All Items**      ☐ **Deduction Items Only**      ☐ **Items in Dispute Only**  
☐ **Exclude Deduction Items**      ☐ **Exclude Collection Items**      ☐ **Exclude Dispute Items**

**Worksheet Action**

Build Clear      **Created at:**      **Items:** 0

[Worksheet Selection](#)    [Worksheet Application](#)    [Worksheet Action](#)

- **Deposit Status** - Defaults None Applied
- **Customer Criteria** – Defaults Customer Items
- **Customer ID** – Defaults (verify correct customer defaults)
- **Business Unit** - Defaults (verify correct business unit defaults)

Scroll to the lower section of the page.

### Reference Criteria

- Accept defaults no intervention is required.

### Item Inclusion Options

- **All Items** – defaults as selected accept default

Click the Build Button.

The Worksheet Application page is displayed.

Favorites | Main Menu > Accounts Receivable > Payments > Apply Payments > Create Worksheet

---

**Worksheet Application**

Deposit Unit: 01110    Deposit ID: EXAMPLE    Payment ID: EXAMPLE    Payment Sequence: 1    Currency: USD

Item Action    Row Selection    Item Display Control

Entry Type: **Pay An Item**    Reason:     Choice: Select Range    Range:     Go    Display: All Items    Go

---

**Item List**    Customize | Find | View All |    First 1-2 of 2 Last

Detail 1	Detail 2	Detail 3	Detail 4	Detail 5	Detail 6										
Remit Seg	Sel	Pay Amt	Cur	Item ID	Item Line	Type	Reason	Disc	Disc Amt	Unit	Customer				
1	<input type="checkbox"/>	306.48	USD	CA0063009						01110	ST025				
2	<input type="checkbox"/>	256.06	USD	CA0093009						01110	ST025				

**Add with Detail**    [Revenue Distribution](#)

---

**Balance**

Amount:	25.00	Remaining:	25.00	Unearned:	0.00
Selected:	0.00	Discount:	0.00	Earned:	0.00
Adjusted:	0.00	Write Off:	0.00		

Worksheet is comprised of all open items that exist on the customer's account.

### Item Action

- **Entry Type** – Defaults as Pay An Item, accept default

### Item List

- This section shows all open items that exist for customer.

### Balance

- **Amount** – Defaults amount of payment line selected
- **Selected** – totals for each line selected. The selected amount should equal the Total of Amount once all lines are selected.
- **Adjusted** – totals any lines that are adjustments
- **Remaining** – total amount of payment. Amount decreases when selecting lines to apply payment. Once the worksheet is completed the remaining amount should be zero.
- **Discount** - not currently used by SOV
- **Write off** – totals amount of write offs
- **Unearned** – not currently used by SOV
- **Earned** – not currently used by SOV

Select the item that you want to apply this payment to by checking the box to the left of the item.

Save the Page.

**Note: If Partial payment item was billed for example 150.00 and customer only paid 100.00. To apply payment, in the pay amount field erase the amount. Example 150.00 is the full amount of the bill. Erase the amount and type in the amount of payment 100.00 click the refresh button and the balance will drop down to a new line for future payment.**

Favorites | Main Menu > Accounts Receivable > Payments > Apply Payments > Create Worksheet

**Worksheet Application**

Deposit Unit: 01110 Deposit ID: EXAMPLE Payment ID: EXAMPLE Payment Sequence: 1 Currency: USD

Item Action: Entry Type: Pay An Item Reason: Choice: Select Range Range: Go Display: All Items Go

**Item List** Customize | Find | View All | First 1-3 of 3 Last

Detail 1	Detail 2	Detail 3	Detail 4	Detail 5	Detail 6							
Remit Seq	Sel	Pay Amt	Cur	Item ID	Item Line	Type	Reason	Disc	Disc Amt	Unit	Customer	Conversion Amount - Currency
1	<input checked="" type="checkbox"/>	25.00	USD	CA0063009		PY				01110	ST025	
2	<input type="checkbox"/>	256.06	USD	CA0093009						01110	ST025	
	<input type="checkbox"/>	281.48	USD	CA0063009						01110	ST025	

Add with Detail Revenue Distribution

**Balance**

Amount:	25.00	Remaining:	0.00	Unearned:	0.00
Selected:	25.00	Discount:	0.00	Earned:	0.00
Adjusted:	0.00	Write Off:	0.00		

**The Remaining amount is now \$0 and the Selected amount is now = to the payment Amount in the Balance section of the page. Before you can proceed to the next step worksheet needs to be balanced.**

**Click on the Worksheet Action link at the bottom of the page.**

The Worksheet Action page is displayed.

Favorites | Main Menu > Accounts Receivable > Payments > Apply Payments > Create Worksheet

**Worksheet Action**

Deposit Unit: 01110 Deposit ID: EXAMPLE Payment ID: EXAMPLE

Entered: 09/07/2011 Status: Do Not Post

Worksheet Action	Posting Action	Accounting Entry Action
<p>Delete Worksheet</p> <p>Delete Payment Group</p>	<p>Action: Do Not Post OK</p>	<p>Create/Review Entries</p>

Worksheet Selection Worksheet Application Worksheet Action

**Status** – defaults as **Do Not Post**

**Click on the Action drop down arrow in the Posting Action section of the page**

**Select Batch Standard**

**Click OK**

Favorites Main Menu > Accounts Receivable > Payments > Apply Payments > Create Worksheet

**Worksheet Action**

Deposit Unit: 01110 Deposit ID: EXAMPLE Payment ID: EXAMPLE

Entered: 09/07/2011 Status: Batch Standard

Worksheet Action	Posting Action	Accounting Entry Action
<p>Delete Worksheet</p> <p>Delete Payment Group</p>	<p>Action: Batch Standard</p> <p>OK</p>	<p>Create/Review Entries</p>

[Worksheet Selection](#) [Worksheet Application](#) Worksheet Action

Status Changes from **Do Not Post** to **Batch Standard**

**Click the OK Button and Save**

**Click the Worksheet Selection Link on the bottom left of the page**

[Favorites](#) | [Main Menu](#) > [Accounts Receivable](#) > [Payments](#) > [Apply Payments](#) > [Create Worksheet](#)

---

**Worksheet Selection**

Deposit Unit: 01110      Payment ID: EXAMPLE      ☐ Payment Predictor  
 Deposit ID: EXAMPLE      Payment Amount: 25.00 USD  
 Deposit Status: Partially Applied      Payment Status: Applied

**Customer Criteria**

Customer Criteria: Customer Items      Customer Reference: Find | View All | First 1 of 1 Last  
 Customer ID: ST025      Business Unit: 01110      + -  
 Name: Judiciary  
 Remit SetID: 01110      Remit From ID: ST025  
 Corporate SetID: 01110      Corporate ID: ST025  
 MICR ID:      Link MICR

**Reference Criteria**

Reference Criteria: None      Item Reference: Find | View All | First 1 of 1 Last  
 Restrict to: All Customers  
 Match Rule: Exact Match

Qual Code	Reference	To Reference	Event		
				<span>+</span>	<span>-</span>

[Detail Reference](#)  
[Item Status](#)

**Item Inclusion Options**

☒ All Items      ☐ Deduction Items Only      ☐ Items in Dispute Only  
☐ Exclude Deduction Items      ☐ Exclude Collection Items      ☐ Exclude Dispute Items

**Worksheet Action**

Build Clear      Created at: 09/07/2011 11:24AM      Items: 3

[Worksheet Selection](#)   [Worksheet Application](#)   [Worksheet Action](#)

Save Return to Search Previous in List Next in List Notify Refresh

You are returned to the Worksheet Selection page for the first line of the deposit. In this exercise the deposit consists of two lines.

**Click the Next in List button bottom middle of the page.**

The Worksheet Selection Page for the second Customer displays.

Favorites | Main Menu > Accounts Receivable > Payments > Apply Payments > Create Worksheet

---

**Worksheet Selection**

Deposit Unit: 01110      Payment ID: EXAMPLE 2      ☐ Payment Predictor  
 Deposit ID: EXAMPLE      Payment Amount: 25.00 USD  
 Deposit Status: Partially Applied      Payment Status: Identified

**Customer Criteria**

Customer Criteria: Customer Items

**Customer Reference** Find | View All First 1 of 1 Last

Customer ID: ST025      Business Unit: 01110  
 Name: Judiciary  
 Remit SetID: 01110      Remit From ID: ST025  
 Corporate SetID: 01110      Corporate ID: ST025  
 MICR ID:      Link MICR

**Reference Criteria**

Reference Criteria: None  
 Restrict to: All Customers  
 Match Rule: Exact Match

**Item Reference** Find | View All First 1 of 1 Last

Qual Code	Reference	To Reference	Event

[Detail Reference](#)  
[Item Status](#)

**Item Inclusion Options**

☒ All Items      ☐ Deduction Items Only      ☐ Items in Dispute Only  
☐ Exclude Deduction Items      ☐ Exclude Collection Items      ☐ Exclude Dispute Items

**Worksheet Action**

Build Clear      Created at:      Items: 0

Worksheet Selection   [Worksheet Application](#)   [Worksheet Action](#)

Before clicking the build button; verify you are working with the correct customer and Business Unit.

### Reference Criteria

- Accept defaults no intervention is required.

### Item Inclusion Options

- **All Items** – defaults as selected accept default

**Click the Build Button.**



The Worksheet Application page is displayed.

[Favorites](#) | [Main Menu](#) > [Accounts Receivable](#) > [Payments](#) > [Apply Payments](#) > [Create Worksheet](#)

---

**Worksheet Application**

Deposit Unit: 01110    Deposit ID: EXAMPLE    Payment ID: EXAMPLE 2    Payment Sequence: 2    Currency: USD

Item Action    Row Selection    Item Display Control

Entry Type: Pay An Item    Reason:     Choice: Select Range    Range:     Go    Display: All Items    Go

**Item List**    Customize | Find | View All |    First 1-3 of 3 Last

Detail 1	Detail 2	Detail 3	Detail 4	Detail 5	Detail 6											
Remit Seq	Sel	Pay Amt	Cur	Item ID	Item Line	Type	Reason	Disc	Disc Amt	Unit	Customer	Conversion Amount - Currency				
1	<input checked="" type="checkbox"/>	25.00	USD	CAO063009		PY				01110	ST025					
2	<input type="checkbox"/>	256.06	USD	CAO093009						01110	ST025					
	<input type="checkbox"/>	281.48	USD	CAO063009						01110	ST025					

[Add with Detail](#)    [Revenue Distribution](#)

**Balance**

Amount:	25.00	Remaining:	0.00	Unearned:	0.00
Selected:	25.00	Discount:	0.00	Earned:	0.00
Adjusted:	0.00	Write Off:	0.00		

## Item Action

- **Entry Type** – Defaults as Pay An Item, accept default

## Item List

- This section shows all open items that exist for customer.

## Balance

- **Amount** – Defaults amount of payment line selected
- **Selected** – Totals for each line selected. Net result, under balance, the selected amount should equal the Total of Amount once all lines are selected.
- **Adjusted** – Totals any lines that are adjustments.
- **Remaining** – Total amount of payment. Amount decreases when selecting lines to apply payment. Net result once worksheet is completed the remaining amount should be zero.
- **Discount** - not currently used by SOV
- **Write off** – totals amount of write offs
- **Unearned** – not currently used by SOV
- **Earned** – not currently used by SOV

Select the item that you want to apply this payment to by checking the box to the left of the item.

## Save Page.

The Remaining amount is now \$0 and the Selected amount is now = to the payment Amount in the Balance section of the page.

**Click on the Worksheet Action link at the bottom of page.**

Worksheet Action page is displayed.

**Click on the Action drop down arrow in the Posting Action section of the page**

**Select Batch Standard**

**Click OK**

Favorites Main Menu > Accounts Receivable > Payments > Apply Payments > Create Worksheet

**Worksheet Action**

Deposit Unit: 01110      Deposit ID: EXAMPLE      Payment ID: EXAMPLE 2

Entered: 09/07/2011      Status: Batch Standard

Worksheet Action	Posting Action	Accounting Entry Action
<b>Delete Worksheet</b> Delete Payment Group	Action: Batch Standard <b>OK</b>	Create/Review Entries

[Worksheet Selection](#)    [Worksheet Application](#)    [Worksheet Action](#)

Status Changes from **Do Not Post** to **Batch Standard**

**Click Save Button**

The deposit is now set to post the next time the ARUPDATE process runs.  
ARUPDATE runs every night.

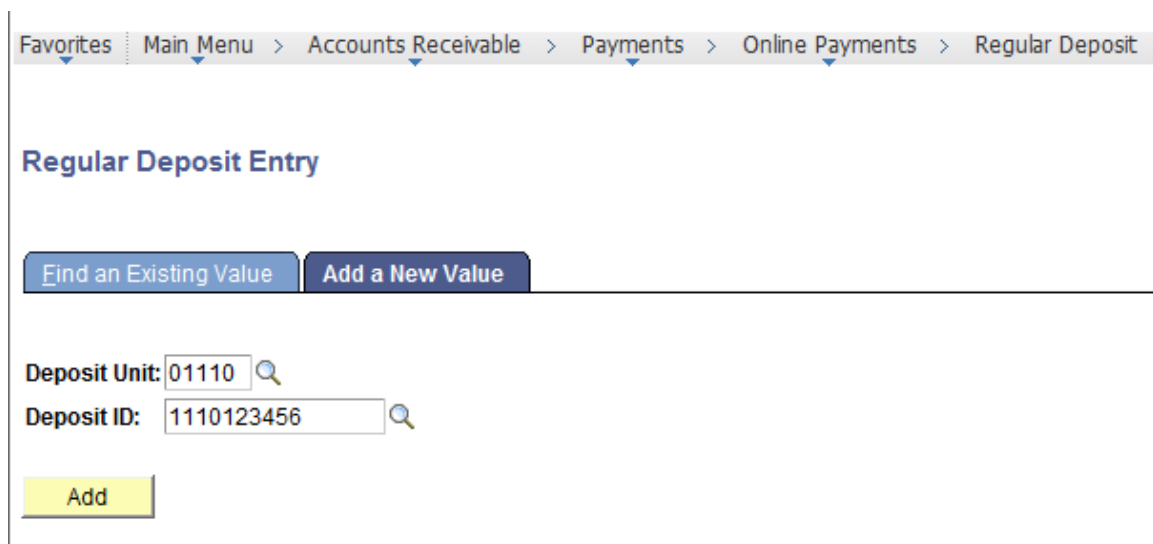
## **ENTER CUSTOMER DEPOSIT AND WORKSHEET IS COMPLETE**

## Enter Customer Deposit/Worksheet to Apply Payment On-Account

**Possible situations when this function is used:** Regular customer deposits are used to apply payments to customer accounts. Sometimes you can receive a payment from a customer that currently has no open receivables. If this occurs you would place the payment On-Account.

**Navigation:** Accounts Receivable > Payments > Online Payments > Regular Deposit

### Click on Add a New Value Tab



The screenshot shows a web-based interface for entering a regular deposit. At the top, a breadcrumb trail reads: Favorites > Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit. Below this, the title 'Regular Deposit Entry' is displayed. There are two tabs: 'Find an Existing Value' and 'Add a New Value', with the latter being the active tab. Below the tabs, there are two input fields: 'Deposit Unit:' with the value '01110' and a magnifying glass icon, and 'Deposit ID:' with the value '1110123456' and a magnifying glass icon. At the bottom left, there is a yellow 'Add' button.

Your default BU will appear in the Business Unit field.

### Enter Deposit Unit

- leave as default **or**
- enter the appropriate Deposit unit

### Enter Deposit ID

- Enter appropriate Deposit ID

### Click the ADD button







The Totals Page displays.



Favorites | Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit

**Totals** | Payments

Unit: 01110      Deposit ID: 1110123456      [Delete Deposit](#)

---

\*Acctg Date: 07/20/2011       Control Currency: USD   
 \*Bank Code: HOWRE       TD Bank NA      Format Currency: USD  
 \*Bank Account: 0002       5240113051      Rate Type: CRRNT  
 \*Deposit Type: C       Cash/Chks      Exch Rt: 1.00000000 

Totals			Control Data	
Control Total Amount:	50.00	*Count: 1	*Received:	09/08/2011 
Entered Total Amount:	0.00	Count: 1	*Entered:	09/08/2011
Difference Amount:	0.00	Count: -1	Posted:	
Posted Total Amount:	0.00	Count: 0	Assigned:	TJARVIS 
Journalled Total Amount:	0.00	Count: 0	User:	TJARVIS

- **Accounting date** – current date default (Do not Change)
- **Entered date** – current date default (field is grayed out)
- **Received date** – (should equal bank deposit date)
- **Enter Bank Code** - Enter appropriate Bank Code
- **Enter Bank Account** - Enter appropriate Bank Account
- **Enter Deposit Type** - Enter appropriate Deposit Type (or deposit type defaults according to the Bank Code and Bank Account that's selected).
- **Enter Control Currency** - USD
- **Enter Control Total** - Enter Control Total (This is the total amount of deposit)
- **Enter Count** - Enter Count - This is the number of payment lines (accounting lines) you will enter in the deposit.

**Click on the Payments Tab**

Payment Information is displayed

Favorites Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit

Totals Payments

Unit: 01110 Deposit ID: 1110123456 Date: 09/08/2011 Balance: Balanced

**Payment Information** Find | View All First 1 of 1 Last

Seq	*Payment ID	*Acctg Date	Amount	Currency	Rate Type	Exch Rt
1	EXAMPLE	07/20/2011	50.00	USD	CRRNT	1.00000000

☐ Payment Predictor ☐ Journal Directly ☐ Range of References

Payment Method: Check

**Customer Information** Find | View All First 1 of 1 Last

Cust ID: ST003 Business Unit: 01110

SubCustomer 1: SubCustomer 2:

Name: Financial Operations Mont

Remit From: ST003 Remit From SetID: 01110

Corporate: ST003 Corporate SetID: 01110

MICR ID: Link MICR

[Detail References](#)

**Reference Information** Customize | Find | View All First 1 of 1 Last

	Qual Code	Reference	To Reference	Event
1				

- **Enter Payment ID** - Enter appropriate Payment ID for first payment line
- **Acctg Date** – Defaults in from the totals page
- **Amount** – Enter appropriate Amount for first payment line
- **Currency** – Defaults in from the totals page
- **Journal Directly** – do not select for customer deposits
- **Payment Method** – defaults as Check accept default

### Customer Information

- **Cust ID** – Enter appropriate Customer ID
- **Business Unit** – Enter Business Unit

Click on the Refresh button and the Customer Name and Remit From (and Corporate) Customer ID and SetID (and Corporate) default into the Customer Information section.

**NOTE:** Deposit is Balanced (see the upper right corner of the Payments Tab)

**Click Save**

**Click on the Totals Tab**







The Totals page is displayed.



Favorites | Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit

**Totals** | Payments

Unit: 01110      Deposit ID: 1110123456      [Delete Deposit](#)

---

\*Acctg Date: 07/20/2011       Control Currency: USD   
\*Bank Code: HOWRE       TD Bank NA      Format Currency: USD  
\*Bank Account: 0002       5240113051      Rate Type: CRRNT  
\*Deposit Type: C       Cash/Chks      Exch Rt: 1.00000000 

Totals			Control Data	
Control Total Amount:	50.00	*Count: 1	*Received:	09/08/2011 
Entered Total Amount:	50.00	Count: 1	*Entered:	09/08/2011
Difference Amount:	0.00	Count: 0	Posted:	
Posted Total Amount:	0.00	Count: 0	Assigned:	TJARVIS 
Journalled Total Amount:	0.00	Count: 0	User:	TJARVIS

[Save](#) | [Notify](#) | [Refresh](#)      [Add](#) | [Update/Display](#)

**NOTE:** The Control Total Amount and Count and the Entered Total Amount and Count should be the same. If you have a difference, review payment lines to find the difference and correct it.

**Regular Customer Deposit has been completed. Next step is to build a payment worksheet.**

**Navigation:** Accounts Receivable > Payments > Apply Payments > Create Worksheet

The Worksheet Selection page displays. Since, we navigated from the regular deposit the Deposit Id defaults. If you did not navigate from the regular deposit you would need to enter the deposit number.

Your BU will appear in the Deposit Unit field and your Deposit ID will appear in the Deposit ID field. **OR**

- **Deposit Unit** – Enter appropriate deposit unit
- **Deposit ID** – Enter appropriate deposit ID

Favorites Main Menu > Accounts Receivable > Payments > Apply Payments > Create Worksheet

### Worksheet Selection

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

Maximum number of rows to return (up to 300):

Deposit Unit:	=	<input type="text" value="01110"/>	
Deposit ID:	begins with	<input type="text" value="1110123456"/>	
Payment Sequence:	=	<input type="text"/>	
Payment ID:	begins with	<input type="text"/>	
Payment Status:	=	<input type="text"/>	
User ID:	begins with	<input type="text"/>	
Assigned Operator ID:	begins with	<input type="text"/>	
Payment Predictor Method:	begins with	<input type="text"/>	
Accounting Date:	=	<input type="text"/>	

☐ Case Sensitive

Search

Clear

[Basic Search](#)

[Save Search Criteria](#)

### Click on Yellow Search Button

The Worksheet Selection page displays. In this example, since there is only one line within the payment it pops you into the worksheet page. If you have more than one payment line you would see a list of payment lines in search results.





Click the Build Button.

The Worksheet Application page is displayed.

Favorites | Main Menu > Accounts Receivable > Payments > Apply Payments > Create Worksheet

---

**Worksheet Application**

Deposit Unit: 01110    Deposit ID: 1110123456    Payment ID: EXAMPLE    Payment Sequence: 1    Currency: USD

Item Action		Row Selection		Item Display Control	
Entry Type:	Pay An Item	Reason:		Choice:	Select Range
				Range:	
				Go	
				Display:	All Items
				Go	

**Item List**    Customize | Find | View All | First 1 of 1 Last


Detail 1	Detail 2	Detail 3	Detail 4	Detail 5	Detail 6
Remit Seq	Sel	Pay Amt	Cur	Item ID	Item Line
Type	Reason	Disc	Disc Amt	Unit	Customer
1	<input checked="" type="checkbox"/>				

Add with Detail    [Revenue Distribution](#)

Balance					
Amount:	50.00	Remaining:	50.00	Unearned:	0.00
Selected:	0.00	Discount:	0.00	Earned:	0.00
Adjusted:	0.00	Write Off:	0.00		

[Worksheet Selection](#)    Worksheet Application    [Worksheet Action](#)

Save    Return to Search    Notify    Refresh

Worksheet is comprised of all open items that exist on a customer account. If there isn't any open receivable to apply a payment, you will see a page similar to the one shown above. If you do have open receivables and the payment does not apply to the open receivable, you would insert a new row by clicking on the  button on the far right of the page.

### Item Action

- **Entry Type** – Defaults as Pay An Item, accept default

### Item List

- This section shows all open items that exist for customer.

### Balance

- **Amount** – Defaults amount of payment line selected
- **Selected** – totals for each line selected. The selected amount should equal the Total of Amount once all lines are selected.
- **Adjusted** – totals any lines that are adjustments
- **Remaining** – total amount of payment. Amount decreases when selecting lines to apply payment. Once the worksheet is completed the remaining amount should be zero.
- **Discount** - not currently used by SOV
- **Write off** – totals amount of write offs
- **Unearned** – not currently used by SOV
- **Earned** – not currently used by SOV

## To place a payment On Account:

- **Payment Amount** – Enter the amount of the payment with a **minus sign** in front of the amount.
- **Type** – Click magnifying glass besides type and choose **(OA)**
- **Reason** – Click magnifying glass besides Reason and choose applicable selection.

Favorites | Main Menu > Accounts Receivable > Payments > Apply Payments > Create Worksheet

**Worksheet Application**

Deposit Unit: 01110 Deposit ID: 1110123456 Payment ID: EXAMPLE Payment Sequence: 1 Currency: USD

Item Action: Entry Type: Pay An Item Reason: Choice: Select Range Range: Go Display: All Items Go

Item List: Detail 1 | Detail 2 | Detail 3 | Detail 4 | Detail 5 | Detail 6 Customize | Find | View All | First 1 of 1 Last

Remit Seq	Sel	Pay Amt	Cur	Item ID	Item Line	Type	Reason	Disc	Disc Amt	Unit	Customer
1	<input checked="" type="checkbox"/>	-50.00	USD			OA	OA			01110	ST003

Add with Detail Revenue Distribution

**Balance**

Amount:	50.00	Remaining:	0.00	Unearned:	0.00
Selected:	0.00	Discount:	0.00	Earned:	0.00
Adjusted:	-50.00	Write Off:	0.00		

Worksheet Selection Worksheet Application Worksheet Action

Save Return to Search Notify Refresh

The remaining amount is 0.00 and the Adjusted should equal the Amount. Your worksheet is balanced.

## Save the Page

When you save the page a sequential Item Id # will default. Do not manually enter a item #, accept the defaulted Item Id.

Favorites | Main Menu > Accounts Receivable > Payments > Apply Payments > Create Worksheet

**Worksheet Application**

Deposit Unit: 01110 Deposit ID: 1110123456 Payment ID: EXAMPLE Payment Sequence: 1 Currency: USD

Item Action: Entry Type: Pay An Item Reason: Choice: Select Range Range: Go Display: All Items Go

Item List: Detail 1 | Detail 2 | Detail 3 | Detail 4 | Detail 5 | Detail 6 Customize | Find | View All | First 1 of 1 Last

Remit Seq	Sel	Pay Amt	Cur	Item ID	Item Line	Type	Reason	Disc	Disc Amt	Unit	Customer
1	<input checked="" type="checkbox"/>	-50.00	USD	OA-15413		OA	OA			01110	ST003

Add with Detail Revenue Distribution

**Balance**

Amount:	50.00	Remaining:	0.00	Unearned:	0.00
Selected:	0.00	Discount:	0.00	Earned:	0.00
Adjusted:	-50.00	Write Off:	0.00		

Worksheet Selection Worksheet Application Worksheet Action

Save Return to Search Notify Refresh

Click on the **Worksheet Action** link at the bottom of the page.

The Worksheet Action page is displayed.

Favorites > Main Menu > Accounts Receivable > Payments > Apply Payments > Create Worksheet

**Worksheet Action**

Deposit Unit: 01110      Deposit ID: 1110123456      Payment ID: EXAMPLE

Entered: 09/08/2011      Status: Do Not Post

Worksheet Action	Posting Action	Accounting Entry Action
<b>Delete Worksheet</b> Delete Payment Group	Action: Do Not Post    OK	<b>Create/Review Entries</b>

[Worksheet Selection](#)    [Worksheet Application](#)    [Worksheet Action](#)

**Status** – defaults as **Do Not Post**

Click on the **Action** drop down arrow in the **Posting Action** section of the page.

Change Status from **Do Not Post** to **Batch Standard**

Click the **OK Button** and **Save**

The deposit is now set to post the next time the ARUPDATE process runs.  
ARUPDATE runs every night.

**ON ACCOUNT CUSTOMER DEPOSIT/WORKSHEET IS  
COMPLETE**

## Delete a Customer Deposit That Has Not Posted

**Possible situations when this function is used:** It may be necessary to delete a Regular Customer deposit before it posts to the Accounts Receivable module. Some possible reasons are: the Deposit ID may be incorrect or it may be a duplicate payment.

**NOTE:** If a deposit has been posted and needs to be deleted (unposted), you will need to e-mail or contact Finance Support or Financial Operations to have it unposted (it should be within the current month or five business days of the new month). For deposits posted outside this timeframe, contact Financial Operations for proper procedures.

**Navigation:** Accounts Receivable > Payments > Online Payments > Apply Payments > Finalize Worksheet

FavoritesMain MenuAccounts ReceivablePaymentsApply PaymentsFinalize Worksheet

Worksheet Action

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300): 300

Deposit Unit:

=

01110

Deposit ID:

begins with

1110123456

Payment Sequence:

=

Payment ID:

begins with

Payment Status:

=

User ID:

begins with

Assigned Operator ID:

begins with

Payment Predictor Method:

begins with

Accounting Date:

=

☐ Case Sensitive

SearchClear

Basic SearchSave Search Criteria

### Enter Deposit Unit

- leave as default **or**
- enter the appropriate Deposit Unit

### Enter Deposit ID

- Enter appropriate Deposit ID

### Click the Search button

**Note:** If you are deleting a deposit with several payment lines a list of the deposit lines (groups) will appear for you to delete. If the deposit consists of only one line, as this example, when you click the search button it will pop you into the Worksheet Action page automatically.

The Worksheet Action Page opens.

The screenshot shows a web-based interface for 'Worksheet Action'. At the top is a breadcrumb trail: 'Favorites > Main Menu > Accounts Receivable > Payments > Apply Payments > Finalize Worksheet'. Below this is a header bar with the title 'Worksheet Action'. The main content area contains fields for 'Deposit Unit: 01110', 'Deposit ID: 1110123456', and 'Payment ID: EXAMPLE'. Below these fields are 'Entered: 09/08/2011' and 'Status: Batch Standard'. The interface is divided into three panels: 'Worksheet Action' on the left, 'Posting Action' in the center, and 'Accounting Entry Action' on the right. The 'Worksheet Action' panel contains a yellow 'Delete Worksheet' button and a grey 'Delete Payment Group' button. The 'Posting Action' panel contains an 'Action:' dropdown menu set to 'Batch Standard' and a yellow 'OK' button. The 'Accounting Entry Action' panel contains a grey 'Create/Review Entries' button. At the bottom of the page are three links: 'Worksheet Selection', 'Worksheet Application', and 'Worksheet Action'.

**Click the Delete Worksheet Button in the Worksheet Action section bottom left of page. You would need to do each of the deposit if there were more than one line.**

[Favorites](#) | [Main Menu](#) > [Accounts Receivable](#) > [Payments](#) > [Apply Payments](#) > [Finalize Worksheet](#)

---

**Worksheet Action**

---

**Deposit Unit:** 01110      **Deposit ID:** 1110123456      **Payment ID:** EXAMPLE

---

**Entered:** 09/08/2011      **Status:** Batch Standard

Worksheet Action	Posting Action	Accounting Entry Action
<input type="button" value="Delete Worksheet"/> <input type="button" value="Delete Payment Group"/>	<b>Action:</b> Batch Standard <input type="button" value="OK"/>	<input type="button" value="Create/Review Entries"/>

[Worksheet Selection](#)   [Worksheet Application](#)   [Worksheet Action](#)

The Buttons on the page are now unavailable.

**Navigation:** Accounts Receivable > Payments > Online Payments > Regular Deposit

The Regular Deposit Entry page opens.

[Favorites](#) | [Main Menu](#) > [Accounts Receivable](#) > [Payments](#) > [Online Payments](#) > [Regular Deposit](#)

---

## Regular Deposit Entry

Enter any information you have and click Search. Leave fields blank for a list of all values.

---

Maximum number of rows to return (up to 300):

**Deposit Unit:** =

**Deposit ID:** begins with

**User ID:** begins with

**Assigned Operator ID:** begins with

☐ Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

Find an Existing Value tab:

## Enter Deposit Unit

- leave as default **or**
- enter the appropriate deposit unit

## Enter Deposit ID

- Enter appropriate Deposit ID

## Click the Search button








The Totals Page opens.



Favorites | Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit

**Totals** | Payments

Unit: 01110      Deposit ID: 1110123456      [Delete Deposit](#)

---

\*Acctg Date: 07/20/2011       Control Currency: USD   
\*Bank Code: HOWR       TD Bank NA      Format Currency: USD   
\*Bank Account: 0002       5240113051      Rate Type: CRRNT  
\*Deposit Type: C       Cash/Chks      Exch Rt: 1.00000000 

Totals			Control Data	
Control Total Amount:	50.00	*Count: 1	*Received:	09/08/2011 
Entered Total Amount:	50.00	Count: 1	*Entered:	09/08/2011
Difference Amount:	0.00	Count: 0	Posted:	
Posted Total Amount:	0.00	Count: 0	Assigned:	TJARVIS 
Journalled Total Amount:	0.00	Count: 0	User:	TJARVIS

[Save](#)   [Return to Search](#)   [Notify](#)   [Refresh](#)      [Add](#)   [Update/Display](#)

Click on Delete Deposit Button top right of page.

You will receive the warning message **Delete this deposit?**

Message

Delete this deposit? (6040,102)  
  
If you delete the deposit, all deposit and payment information entered in this panel group will be deleted.

Yes

No

Click Yes

You are returned to the Totals page.

Favorites

Main Menu

Accounts Receivable

Payments

Online Payments

Regular Deposit

Totals

Payments

Unit:

01110

Deposit ID:

1110123456

Delete Deposit

\*Acctg Date:

07/20/2011

Control Currency:

USD

\*Bank Code:

HOWRE

TD Bank NA

Format Currency:

USD

\*Bank Account:

0002

5240113051

Rate Type:

CRRNT

\*Deposit Type:

C

Cash/Chks

Exch Rt:

1.00000000

Totals

Control Data

Control Total Amount:

50.00

\*Count:

1

Entered Total Amount:

50.00

Count:

1

Difference Amount:

0.00

Count:

0

Posted Total Amount:

0.00

Count:

0

Journalled Total Amount:

0.00

Count:

0

\*Received:

09/08/2011

\*Entered:

09/08/2011

Posted:

Assigned:

TJARVIS

User:

TJARVIS

Save

Return to Search

Notify

Refresh

Add

Update/Display

The Delete Deposit button is no longer available as the deposit is deleted.

To confirm that the deposit is deleted use the following navigation:



**Navigation:** Accounts Receivable > Payments > Online Payments > Regular Deposit

**The Regular Deposit Entry page opens.**

### Enter Deposit Unit

- leave as default **or**
- enter the appropriate deposit unit

### Enter Deposit ID

- Enter appropriate Deposit ID

### Click the Search button

You will receive the message **“No matching values were found.”**

## DELETE CUSTOMER DEPOSIT/WORKSHEET IS COMPLETE

## Enter an Express Customer Deposit

**Possible situations when this function is used:** Express customer deposits are another tool to apply payments to customer's accounts. One of the main benefits of using Express Deposit Entry is that you can enter and apply payments in one step **if you know the item ID** that you need to apply the payment to. If this information is not available while applying payments, use Regular Deposit Entry to enter the payment.

**Navigation:** Accounts Receivable > Payments > Online Payments > Express Deposit

The Express Deposit Entry page opens.


**Click on the Add a New Value tab.**


Favorites Main Menu > Accounts Receivable > Payments > Online Payments > Express Deposit

### Express Deposit Entry

Find an Existing Value	Add a New Value
------------------------	-----------------

---

Deposit Unit:  

Deposit ID:  

#### Enter Deposit Unit

- leave as default **or**
- enter the appropriate deposit unit

#### Enter Deposit ID

- Enter appropriate Deposit ID







**Click the ADD button**



The Totals Page opens.






Favorites | Main Menu > Accounts Receivable > Payments > Online Payments > Express Deposit

Totals | Payments | Action

Unit: 01110      Deposit ID: 1100123456

\*Acctg Date: 07/20/2011       Control Currency: USD   
\*Bank: HOWR  TD Bank NA      Format Currency: USD  
\*Account: 0002  5240113051      Rate Type: CRRNT  
\*Deposit Type: C  Cash/Chks      Exch Rt: 1.00000000 

Control Totals			Control Data	
Control:	100.00	1	*Received:	09/08/2011 
Entered:	0.00	1	*Entered:	09/08/2011
Difference:	0.00	-1	Posted:	
Posted:	0.00	0	Assigned:	TJARVIS 
Journalled:	0.00	0	User:	TJARVIS

 Save    Notify    Refresh       Add    Update/Display

- **Accounting date** –current date default (Do not Change)
- **Entered date** – leave current date default (field is grayed out not allowing any change)
- **Received date** – Should be date of deposit.
- **Bank Code** - Enter Bank Code
- **Bank Account** - Enter Bank Account
- **Deposit Type** - Enter Deposit Type or accept default
- **Control Currency** - USD
- **Control Total** - Enter Control Total (This is the total you have deposited in the bank)
- **Count** - Enter Count (This is the number of payment lines you will enter in the deposit)

Click on the Payments Tab

The Payments Page displays.

Favorites | Main Menu > Accounts Receivable > Payments > Online Payments > Express Deposit

Totals | **Payments** | Action

---

Unit: 01110      Deposit ID: 1100123456

---

Bank Account: HOWRD      Control Total Amt: 100.00      Count: 1  
 Deposit Balanced: No      Entered Total Amt: 0.00      Count: 1  
    Difference Amount: 100.00      Count:

**Payment Information** Find | View All First 1 of 1 Last

Seq	*Payment ID	*Acctg Date	Amount	Currency	Rate Type
1	EXAMPLE	07/20/2011	100.00	USD	CRRNT

☐ Payment Predictor      Exch Rt: 1.00000000

Payment Method: Check      Selected: 0.00  
 Status: Unident      Disc Taken: 0.00  
    Remaining: 0.00

**Reference Information** Customize | Find | View All First 1 of 1 Last

Item ID	Line	Pay Amt	Currency	Document ID	Event	Cust ID	Unit	Discount	Disc Avail
1									

Save    Notify    Refresh      Add    Update/Display

- **Payment Id** - Enter appropriate Payment Id
- **Acctg Date** – Accept default date. Date defaults from Accounting date on Totals page.
- **Enter Amount** – Enter appropriate Amount
- **Currency** – Accept default. Defaults from control currency on Totals page.
- **Rate Type** – Accept default (**CRRNT**)
- **Payment Method** – Defaults as Checks accept default.

Tab to the Reference Information Section of the page or click in the Item ID field.

Enter Item Id and tab out of field – Pay Amt, Cust ID, and billing Unit will automatically default in.

**NOTE:** You will also need to enter the Cust ID when there are multiple items with the same ID. After you Save the deposit, the Line, Pay Amt and billing Unit will then default in.

Click the Save button.

Payments page populates with Line, Pay Amount and Billing Unit.

Navigation: Favorites | Main Menu > Accounts Receivable > Payments > Online Payments > Express Deposit

Totals | **Payments** | Action

---

Unit: 01110      Deposit ID: 1100123456

---

Bank Account:	HOWRD	Control Total Amt:	100.00	Count:	1
Deposit Balanced:	Yes	Entered Total Amt:	100.00	Count:	1
		Difference Amount:	0.00	Count:	

---

**Payment Information** Find | View All First 1 of 1 Last

Seq	*Payment ID	*Acctg Date	Amount	Currency	Rate Type	
1	EXAMPLE	07/20/2011	100.00	USD	CRRNT	

☐ Payment Predictor      Exch Rt: 1.00000000

Payment Method: Check      Selected: 4,317.27

Status: Ident Exp      Disc Taken: 0.00

   Remaining: -4,217.27

---

**Reference Information** Customize | Find | View All First 1 of 1 Last

	Item ID	Line	Pay Amt	Currency	Document ID	Event	Cust ID	Unit	Discount	Disc Avail	
1	PSD UC QTR 0:		100.00	USD			ST038	01110			

---

Save   Notify   Refresh      Add   Update/Display

**NOTE:** If there are multiple items with the same Item ID (as in this example), search for the appropriate item using the magnifying glass, and select the appropriate item by clicking on it.

Favorites | Main Menu > Accounts Receivable > Payments > Online Payments > Express Deposit

Totals Payments Action

Unit: 01110 Deposit ID: 1100123456

Bank Account: HOWRD Control Total Amt: 100.00 Count: 1  
 Deposit Balanced: Yes Entered Total Amt: 100.00 Count: 1  
 Difference Amount: 0.00 Count:

Payment Information Find | View All First 1 of 1 Last

Seq	*Payment ID	*Acctg Date	Amount	Currency	Rate Type
1	EXAMPLE	07/20/2011	100.00	USD	CRRNT

Payment Predictor Exch Rt: 1.00000000

Payment Method: Check Selected: 4,317.27  
 Status: Ident Exp Disc Taken: 0.00  
 Remaining: -4,217.27

Reference Information Customize Find | View All First 1 of 1 Last

Item ID	Line	Pay Amt	Currency	Document ID	Event	Cust ID	Unit	Discount	Disc Avail
1 PSD UC QTR 0		100.00	USD			ST038	01110		

Save Notify Refresh Add Update/Display

If you are preparing a deposit with more than one item, Click the Add a New Row  Button (middle right of page) to add the next row.

**NOTE:** The deposit is Balanced (see the upper left corner of the Payments Tab)







Click on the Totals Tab



The Totals page displays.

Favorites | Main Menu > Accounts Receivable > Payments > Online Payments > Express Deposit

Totals | Payments | Action

Unit: 01110 Deposit ID: 1100123456

\*Acctg Date: 07/20/2011  Control Currency: USD   
\*Bank: HOWRE  TD Bank NA Format Currency: USD  
\*Account: 0002  5240113051 Rate Type: CRRNT  
\*Deposit Type: C  Cash/Chks Exch Rt: 1.00000000 

Control Totals			Control Data	
Control:	100.00	1	*Received:	09/08/2011 
Entered:	100.00	1	*Entered:	09/08/2011
Difference:	0.00	0	Posted:	
Posted:	0.00	0	Assigned:	TJARVIS 
Journalled:	0.00	0	User:	TJARVIS

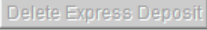
**NOTE:** The Control Amount and Count and the Entered Amount and Count should be the same. If there is a difference, review totals and payment lines to find the difference and correct it.

**Click on the Action tab**

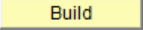
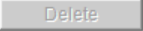
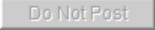
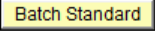
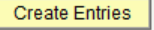
Actions Page is displayed

Favorites | Main Menu > Accounts Receivable > Payments > Online Payments > Express Deposit

Totals | Payments | Action

Unit: 01110 Deposit ID: 1100123456 

Deposit Balanced: Balanced  
Entered Date: 09/08/2011  
Status: No Action

Worksheet Action	Posting Action	Accounting Entry Action
 	 	

**Click on the Build Button**

Favorites Main Menu > Accounts Receivable > Payments > Online Payments > Express Deposit

Totals Payments Action

Unit: 01110 Deposit ID: 1100123456 [Delete Express Deposit](#)

Deposit Balanced: Balanced Worksheets Created: 1  
Entered Date: 09/08/2011

[Go To Worksheet](#) Status: No Action

Worksheet Action	Posting Action	Accounting Entry Action
Build	Do Not Post	Create Entries
Delete	Batch Standard	

Worksheet Created is displayed

Click on the **Batch Standard** button in the Posting Action Section of the page.

Favorites Main Menu > Accounts Receivable > Payments > Online Payments > Express Deposit

Totals Payments Action

Unit: 01110 Deposit ID: 1100123456 [Delete Express Deposit](#)

Deposit Balanced: Balanced Worksheets Created: 0  
Entered Date: 09/08/2011 Payments Set To Post: 1

Status: Standard

Worksheet Action	Posting Action	Accounting Entry Action
Build	Do Not Post	Create Entries
Delete	Batch Standard	

The Status changes from No Action to Standard.



**Worksheets Created = 0**

**Payments Set to Post = the number of payment lines in the deposit.**

**The deposit will post to the customer's accounts after the nightly ARUPDATE process runs.**

**ENTER AN EXPRESS DEPOSIT IS COMPLETE**

## Delete an Express Customer Deposit That Has Been Set To Post but not yet Posted

**Possible situations when this function is used:** It may be necessary to delete an Express customer deposit before it posts to the Accounts Receivable module. Some possible reasons are: the Deposit ID may be incorrect or it may be a duplicate payment.

**NOTE:** If a deposit that has already been posted, and needs to be deleted, you will need to contact Finance Support or Financial Operations to have it unposted (it should be within the current month or first five business days of the new month) to be unposted. For deposits posted outside this timeframe, contact Financial Operations for proper procedures.

**Navigation:** Accounts Receivable > Payments > Online Payments > Express Deposit

The screenshot shows the 'Express Deposit Entry' page. At the top is a breadcrumb trail: 'Favorites', 'Main Menu', 'Accounts Receivable', 'Payments', 'Online Payments', and 'Express Deposit'. Below this is the title 'Express Deposit Entry' and a instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two buttons: 'Find an Existing Value' and 'Add a New Value'. Below these is a text input for 'Maximum number of rows to return (up to 300):' with the value '300'. There are four search criteria fields, each with a dropdown menu and a text input: 'Deposit Unit:' with a dropdown set to '=' and input '01110'; 'Deposit ID:' with a dropdown set to 'begins with' and input '1100123456'; 'User ID:' with a dropdown set to 'begins with' and an empty input; and 'Assigned Operator ID:' with a dropdown set to 'begins with' and an empty input. Each input field has a magnifying glass icon. Below these fields is a checkbox labeled 'Case Sensitive'. At the bottom are four buttons: 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

The Express Deposit Entry page opens.

## Enter Deposit Unit

- leave as default **or**
- enter the appropriate deposit unit

## Enter Deposit ID

- Enter appropriate Deposit ID

## Click the Search button

The Totals Page opens.

[Favorites](#) | [Main Menu](#) > [Accounts Receivable](#) > [Payments](#) > [Online Payments](#) > [Express Deposit](#)

**Totals** | [Payments](#) | [Action](#)

---

**Unit:** 01110    **Deposit ID:** 1100123456

---

\*Acctg Date:     Control Currency:   
\*Bank:  TD Bank NA    Format Currency:   
\*Account:  5240113051    Rate Type:   
\*Deposit Type:  Cash/Chks    Exch Rt:

Control Totals			Control Data	
Control:	<input type="text" value="100.00"/>	<input type="text" value="1"/>	*Received:	<input type="text" value="09/08/2011"/>
Entered:	100.00	1	*Entered:	<input type="text" value="09/08/2011"/>
Difference:	0.00	0	Posted:	
Posted:	0.00	0	Assigned:	<input type="text" value="TJARVIS"/>
Journalled:	0.00	0	User:	TJARVIS

[Save](#) | [Return to Search](#) | [Notify](#) | [Refresh](#) | [Add](#) | [Update/Display](#)

## Click on the Action Tab

The Action page opens.

[New Window](#) | [Help](#) | [Customer Page](#) | [Help](#)

**Totals** | [Payments](#) | **Action**

---

**Unit:** 01110    **Deposit ID:** EXAMPLE    [Delete Express Deposit](#)

---

Deposit Balanced: Balanced  
Entered Date: 08/01/2006  
Status: Standard

Worksheet Action	Posting Action	Accounting Entry Action
<a href="#">Build</a>	<a href="#">Do Not Post</a>	<a href="#">Create Entries</a>
<a href="#">Delete</a>	<a href="#">Batch Standard</a>	

[Save](#) | [Return to Search](#) | [Notify](#) | [Refresh](#) | [Add](#) | [Update/Display](#)

[Totals](#) | [Payments](#) | [Action](#)

Click the Do Not Post button in the Posting Action section bottom left of page.

Favorites Main Menu > Accounts Receivable > Payments > Online Payments > Express Deposit

Totals Payments Action

Unit: 01110 Deposit ID: 1100123456 Delete Express Deposit

Deposit Balanced: Balanced

Entered Date: 09/08/2011

Status: No Action

Worksheet Action	Posting Action	Accounting Entry Action
Build	Do Not Post	Create Entries
Delete	Batch Standard	

Save Return to Search Notify Refresh Add Update/Display

Do Not Post button grays out and Build, Batch Standard, Create Entries and Delete Express Deposit become available.

### Click Delete Express Deposit Button

You will receive the following warning message.

**Message**

Delete this deposit? (6040,102)

If you delete the deposit, all deposit and payment information entered in this panel group will be deleted.

Yes No

### Click Yes

Favorites Main Menu > Accounts Receivable > Payments > Online Payments > Express Deposit

---

Totals Payments **Action**

---

Unit: 01110 Deposit ID: 1100123456 [Delete Express Deposit](#)

---

Deposit Balanced: Balanced

Entered Date: 09/08/2011

Status: No Action

Worksheet Action	Posting Action	Accounting Entry Action
<a href="#">Build</a>	<a href="#">Do Not Post</a>	<a href="#">Create Entries</a>
<a href="#">Delete</a>	<a href="#">Batch Standard</a>	

[Save](#)
[Return to Search](#)
[Notify](#)
[Refresh](#)
[Add](#)
[Update/Display](#)

You are returned to the Action page. The Buttons are no longer available as the deposit is deleted.

**To confirm that the deposit is deleted use the following navigation:**

**Navigation:** Accounts Receivable > Payments > Online Payments > Express Deposit

The Express Deposit Entry page opens.

### Enter Deposit Unit

- leave as default **or**
- enter the appropriate deposit unit

### Enter Deposit ID

- Enter appropriate Deposit ID

**Click the Search button**

## Express Deposit Entry

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value

Maximum number of rows to return (up to 300): 300

Deposit Unit: = 01110

Deposit ID: begins with 1100123456

User ID: begins with

Assigned Operator ID: begins with

☐ Case Sensitive

Search

Clear

[Basic Search](#)

[Save Search Criteria](#)

No matching values were found.

You will receive the message **"No matching values were found."**

## DELETE AN EXPRESS DEPOSIT IS COMPLETE

## Inquire and Fix Online A/R Pending Item that did not post due to a “Duplicate Item” Error

**Possible situations when this function is used:** Online A/R pending items result in Duplicate Item errors when the same **Item ID, Line and Customer Id** are used on more than one A/R pending item group. This is determined through the ARUPDATE process which checks for duplicates when posting pending items to customer's accounts. All items need to be fixed and posted within the current month or the first five days of the new month. (There are a few ways to check for errors, Inquire on Groups Not Set to Post or you could run a query VT\_MER\_PENDING\_ITEM\_NOT\_POSTED.)

### Online Pending Items with Duplicate Item Error

**Navigation:** Accounts Receivable > Receivables Update > Correct Posting Errors > Online Items

The Online Error Correction page opens.

Favorites > Main Menu > Accounts Receivable > Receivables Update > Correct Posting Errors > Online Items

### Online Error Correction

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

Maximum number of rows to return (up to 300): 300

Group Unit: = 01110

Group ID: begins with 2491

Business Unit: =

Customer ID: begins with

Item ID: begins with

Item Line: =

Sequence: =

Assigned Operator ID: begins with

AR Update Error Code: begins with

☐ Case Sensitive

**Search** **Clear** [Basic Search](#) [Save Search Criteria](#)

### Enter Group Unit

- Leave as default **or**
- Enter the appropriate group unit

### Enter Group ID

- Leave blank to search for all groups in error OR
- Enter appropriate Group ID

### Click the Search button

**Search Results will return all Groups in error or if there is only one group in error it will take you right to the group control component page.**

If there is more than one group Select the Group by clicking on it.

Favorites | Main Menu > Accounts Receivable > Receivables Update > Correct Posting Errors > Online Items

---

Group Control | Pending Item 1 | Pending Item 2 | Pending Item 3 | Accounting Entries | Group Action

---

Group Unit: 01110      Group ID: 2491

---

\*Acctg Date: 07/20/2011 [B] [31]  
\*Group Type: B [B] Billing      Control Currency: USD [USD] [B]  
\*Origin ID: ON\_AR [ON\_AR] [B]      \*Format Currency: USD [USD] [B]

Totals				Control Data			
Control:	200.00	*Count:	2	*Received:	09/07/2011 [B] [31]	*Entered:	09/07/2011 [B] [31]
Entered:	200.00	Count:	2	Posted Date:	09/30/2011		
Difference:	0.00	Count:	0	Assign:	TJARVIS [TJARVIS] [B]	User:	TJARVIS
Posted:	100.00	Count:	1				

---

Group Status

Edit Status:	Edited	Accounting Entries:	Balanced
Balanced:	Yes	Posting Action:	Do Not Post
Posting Status:	Errors		

The Group Control page displays. The posting Status = Errors



## Click on the Pending Item 1 Tab

The Pending Item 1 page displays.

The screenshot shows the 'Pending Item Entry' form in the VISION 8.8 software. The form is divided into several sections: 'Group Control' (with tabs for Pending Item 1, 2, and 3), 'Accounting Entries', and 'Group Action'. The 'Pending Item 1' tab is selected. The form contains fields for 'Group Unit' (01110), 'Group ID' (2491), 'Acctg Date' (07/20/2011), 'As Of Date' (07/20/2011), 'Sequence' (2), 'Item ID' (EXAMPLE), 'Line' (with a 'Copy Line' button), 'Bus. Unit' (01110), 'Customer' (ST003), 'SubCust1', 'SubCust2', 'Amount' (100.00), 'Currency' (USD), 'Entry Type' (WR), 'Reason' (WIRE), 'AR Dist' (WR-AR), 'Error Code' (ITDUP), 'Exch Rt' (1.000000), 'Revalue Flg' (checked), 'Payment Terms' (DUR), 'Due Date', 'Due Days', 'Disc Amt', 'Disc Date', 'Disc Days', 'Disc Amt 1', 'Disc Date 1', 'Always Allow Discount' (unchecked), and 'Reference Information' (PO Ref, PO Line, BOL, Order No, Document, Line Item, Contract, L/C ID). A yellow 'Error Info' button is located next to the 'Error Code' field, and a black arrow points to it.

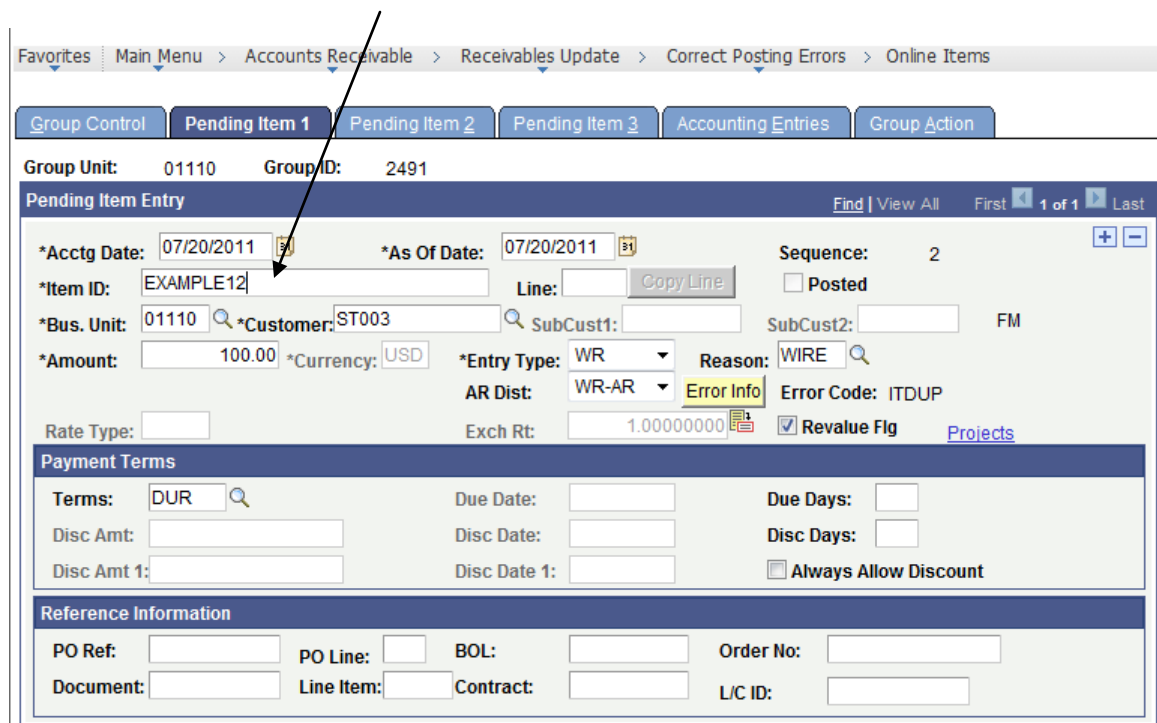
Click on the Yellow Error Info button in the Pending Item Entry section of the page.

The screenshot shows a 'Message' dialog box with the following text: 'Duplicate Item. (6035,5) Action: This pending item is a duplicate of a pending item in another group being posted. If the Don't Post Duplicate Entries check box is selected on the Entry Type page, deselect it, or delete the duplicate entry on the Pending Item 1 page'. An 'OK' button is located at the bottom of the dialog box.

A message will display with a description of the error.

Click OK

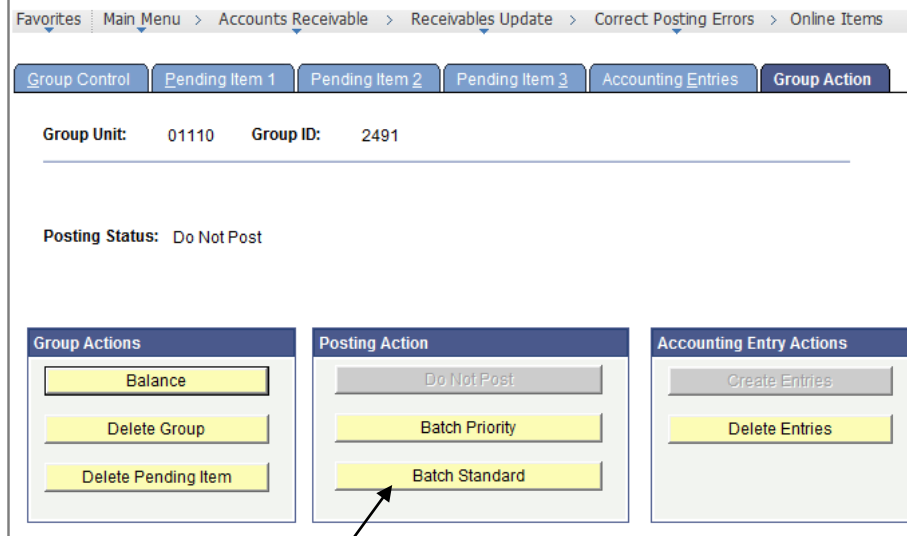
Change the Item ID to be unique and tab out of field.



The screenshot shows the 'Pending Item Entry' form in a software application. The breadcrumb trail at the top reads: 'Favorites | Main Menu > Accounts Receivable > Receivables Update > Correct Posting Errors > Online Items'. Below this is a tabbed interface with tabs: 'Group Control', 'Pending Item 1', 'Pending Item 2', 'Pending Item 3', 'Accounting Entries', and 'Group Action'. The 'Pending Item 1' tab is active. The form displays 'Group Unit: 01110' and 'Group ID: 2491'. The main section is titled 'Pending Item Entry' and includes fields for: '\*Acctg Date: 07/20/2011', '\*As Of Date: 07/20/2011', 'Sequence: 2', '\*Item ID: EXAMPLE12', 'Line: [blank]', '\*Bus. Unit: 01110', '\*Customer: ST003', 'SubCust1: [blank]', 'SubCust2: [blank]', '\*Amount: 100.00', '\*Currency: USD', '\*Entry Type: WR', 'Reason: WIRE', 'AR Dist: WR-AR', 'Error Code: ITDUP', 'Exch Rt: 1.00000000', and 'Revalue Flg' (checked). There are also 'Payment Terms' and 'Reference Information' sections. An arrow points to the '\*Item ID' field.

Save the page.

Click on the Group Action tab.



The screenshot shows the 'Group Action' tab in the same software application. The breadcrumb trail is the same. The 'Group Action' tab is active. It displays 'Group Unit: 01110' and 'Group ID: 2491'. Below this is a section titled 'Posting Status: Do Not Post'. There are three panels of actions: 'Group Actions' (Balance, Delete Group, Delete Pending Item), 'Posting Action' (Do Not Post, Batch Priority, Batch Standard), and 'Accounting Entry Actions' (Create Entries, Delete Entries). An arrow points to the 'Batch Standard' button in the 'Posting Action' panel.

Select Batch Standard

The Status changes from Do Not Post to Batch Standard. The AR Pending Item group is set to post the next time the ARUPDATE process runs.

Navigation: Favorites | Main Menu > Accounts Receivable > Receivables Update > Correct Posting Errors > Online Items

Buttons: Group Control | Pending Item 1 | Pending Item 2 | Pending Item 3 | Accounting Entries | Group Action

Group Unit: 01110      Group ID: 2491

---

Posting Status: Batch Standard

Group Actions	Posting Action	Accounting Entry Actions
<div>Balance</div>	<div>Do Not Post</div>	<div>Create Entries</div>
<div>Delete Group</div>	<div>Batch Priority</div>	<div>Delete Entries</div>
<div>Delete Pending Item</div>	<div>Batch Standard</div>	

Save | Return to Search | Notify

## INQUIRE AND FIX UNPOSTED ONLINE PENDING ITEM WITH DUPLICATE ITEM ERROR IS COMPLETE

## Create a Maintenance Worksheet

**Possible situations when this function is used:** When there are open items on a customer's account, debit and credit. In order to close these open items a maintenance worksheet is created to match and close. If you have an open item created in error posted on the customer's account, an offsetting pending group is entered. ARUPDATE will run overnight to post the offsetting group. Then a maintenance worksheet is created to match up the debit and credit in order to close customers account (invoice).

**Navigation:** Accounts Receivable > Receivables Maintenance > Maintenance Worksheet > Create Worksheet

The Worksheet Selection page displays.

**Click the Add a New Value Tab.**

Worksheet Selection

Find an Existing Value Add a New Value

Worksheet Business Unit: 03545

Worksheet ID: NEXT

Add

**Enter Worksheet Business Unit**

- Leave as default **or**
- Enter the appropriate business unit

**Enter Worksheet ID**

- Leave as default **NEXT**

**Click the Add button**

In the Customer Reference section of the page:

### Enter Cust ID

- Enter the appropriate Customer ID

### Enter Business Unit

- Enter appropriate Business Unit

Favorites | Main Menu > Accounts Receivable > Receivables Maintenance > Maintenance Worksheet > Create Worksheet

Worksheet Selection | Worksheet Matches

---

Worksheet Business Unit: 03545    Worksheet ID: 8680

**Customer Criteria**

\*Customer Criteria: Customer Items    Customer Reference: Find | View All | First 1 of 1 Last

Cust ID:     Business Unit:

Name: Alfred T. Duckless

Remit SetID: DOC    Remit From ID: DUCKA2

Corporate SetID: DOC    Corporate ID: DUCKA2    Rate Type:

MICR ID:     [Link MICR](#)    Accounting Date:

**Reference Criteria**

\*Reference Criteria: None    Item Reference: Customize | Find | View All | First 1 of 1 Last

\*Restrict to: All Customers

\*Match Rule: Exact Match

Anchor Business Unit:

Qual Code	Reference	To Reference
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Item Inclusion Options**

☒ All Items    ☐ Deduction Items Only    ☐ Items in Dispute Only

☐ Exclude Deduction Items    ☐ Exclude Collection Items    ☐ Exclude Dispute Items

**Item Selection Filter**

Accounting Date From:     Accounting Date To:

AR Specialist:     Deduction Reason:     Broker ID:

**Worksheet Action**

[Build](#)    [Clear](#)    Created Date/Time: 10/04/11 1:18PM    Number of items in worksheet: 2

Worksheet Selection    [Worksheet Application](#)    [Worksheet Action](#)

[Save](#)    [Return to Search](#)    [Notify](#)    [Refresh](#)    [Add](#)    [Update/Display](#)

**Click on the Refresh button** located at bottom of page (use scroll bar to right)  
– Customer Name, etc will default into the Customer Reference section of the page.

In the Worksheet action section of the page (lower left)

**Click the Build button**

[Favorites](#) | [Main Menu](#) > [Accounts Receivable](#) > [Receivables Maintenance](#) > [Maintenance Worksheet](#) > [Create Worksheet](#)

---

**Worksheet Application**

Unit: 03545    Worksheet ID: 8680    Currency:    Accounting Date: 10/04/2011    Reason Code:  [Anchor Information](#)

Item Action		Row Selection		Display Control	
Entry Type:	Offset an Item	Reason:	<input type="text"/>	Choice: Select Range	Range: <input type="text"/> <a href="#">Go</a>
				Display:	All Items <a href="#">Go</a>

**Item List** [Customize](#) | [Find](#) | [View All](#) | | [First](#) | [1-2 of 2](#) | [Last](#)

Detail 1	Detail 2	Detail 3	Detail 4	Detail 5	Detail 6
Seq Nbr	Sel	Item Balance	Currency	Item ID	Line Type Reason Unit Customer
1	<input type="checkbox"/>	-15.00	USD	OA-15311	<input type="checkbox"/> <input type="checkbox"/> 03545 DUCKA2 <a href="#">+</a> <a href="#">-</a>
2	<input type="checkbox"/>	15.00	USD	SUP/JUL2011	<input type="checkbox"/> <input type="checkbox"/> 03545 DUCKA2 <a href="#">+</a> <a href="#">-</a>

[Add Item](#)    [Group View](#)    [Revenue Distribution](#)

Balance					
Dr:	0.000	Cr:	0.000	Adj:	0.000
Net:		0.000		WO:	0.000
Ref:		0.000			

[Worksheet Selection](#)    Worksheet Application    [Worksheet Action](#)

The Worksheet Application page opens with all open items for Customer DUCKA2 in BU 03545. Since both lines in this example are items the Entry Type defaults with Offset an Item.

Select the box(s) to the left of the items you are matching up to close.

Click on Refresh button located at bottom of page.

[Favorites](#) | [Main Menu](#) > [Accounts Receivable](#) > [Receivables Maintenance](#) > [Maintenance Worksheet](#) > [Create Worksheet](#)

---

**Worksheet Application**

Unit: 03545    Worksheet ID: 8680    Currency: USD    Accounting Date: 10/04/2011    Reason Code:  [Anchor Information](#)

Item Action		Row Selection		Display Control	
Entry Type:	Offset an Item	Reason:	<input type="text"/>	Choice: Select Range	Range: <input type="text"/> <a href="#">Go</a>
				Display:	All Items <a href="#">Go</a>

**Item List** [Customize](#) | [Find](#) | [View All](#) | | [First](#) | [1-2 of 2](#) | [Last](#)

Detail 1	Detail 2	Detail 3	Detail 4	Detail 5	Detail 6
Seq Nbr	Sel	Item Balance	Currency	Item ID	Line Type Reason Unit Customer
1	<input checked="" type="checkbox"/>	-15.00	USD	OA-15311	<input type="checkbox"/> <input type="checkbox"/> 03545 DUCKA2 <a href="#">+</a> <a href="#">-</a>
2	<input checked="" type="checkbox"/>	15.00	USD	SUP/JUL2011	<input type="checkbox"/> <input type="checkbox"/> 03545 DUCKA2 <a href="#">+</a> <a href="#">-</a>

[Add Item](#)    [Group View](#)    [Revenue Distribution](#)

Balance					
Dr:	15.00	Cr:	-15.00	Adj:	0.00
Net:		0.00		WO:	0.00
Ref:		0.00			

[Worksheet Selection](#)    Worksheet Application    [Worksheet Action](#)

Page is refreshed and Type populates.

Click on Save Button (bottom left section).

Click on the Worksheet Action link at the bottom of the page.

The Worksheet Action page displays. Status is Do Not Post

Favorites | Main Menu > Accounts Receivable > Receivables Maintenance > Maintenance Worksheet > Create Worksheet

---

**Worksheet Action**

---

Unit: 03545    Worksheet ID: 8680    Accounting Date: 10/04/2011

---

Status: Do Not Post

Worksheet Action	Posting Action	Accounting Entry Action
<a href="#">Delete Worksheet</a> <a href="#">Delete Maintenance Group</a>	Action: Do Not Post <a href="#">OK</a>	<a href="#">Create/Review Entries</a>

Select the drop down arrow for the Action: under the Posting Action section of the page.

- **Select Batch Standard**

**Click on the OK button**

**Click Save Button**

Favorites | Main Menu > Accounts Receivable > Receivables Maintenance > Maintenance Worksheet > Create Worksheet

---

**Worksheet Action**

---

Unit: 03545    Worksheet ID: 8680    Accounting Date: 10/04/2011

---

Status: Batch Standard

Worksheet Action	Posting Action	Accounting Entry Action
<a href="#">Delete Worksheet</a> <a href="#">Delete Maintenance Group</a>	Action: Batch Standard <a href="#">OK</a>	<a href="#">Create/Review Entries</a>

[Worksheet Selection](#)    [Worksheet Application](#)    Worksheet Action

**The Status changes from Do Not Post to Batch Standard. The Maintenance Worksheet group is set to post the next time the ARUPDATE process runs, which is a daily Batch process that runs overnight. Once ARUPDATE has run and the group is posted the customer's account (item) will be closed.**

## **MAINTENANCE WORKSHEET IS COMPLETE**

## Create a Maintenance Worksheet to Write Off an Item

**Possible situations when this function is used:** When there is an open item posted to a customer's account in the Accounts Receivable module that needs to be closed. For example, a receivable item has been on the books for a long period of time and you do not expect to collect the money.

**Navigation:** Accounts Receivable > Receivables Maintenance > Maintenance Worksheet > Create Worksheet

The Worksheet Selection page displays.

Click the **Add a New Value Tab**.



Add a New Value page displays

### Enter Worksheet Business Unit

- Leave as default **or**
- Enter the appropriate business unit

### Enter Worksheet ID

- Leave as default NEXT

Click the **Add button**



[Favorites](#) | [Main Menu](#) > [Accounts Receivable](#) > [Receivables Maintenance](#) > [Maintenance Worksheet](#) > [Create Worksheet](#)

---

[Worksheet Selection](#) | [Worksheet Matches](#)

---

Worksheet Business Unit: 03545    Worksheet ID: NEXT

**Customer Criteria**

\*Customer Criteria: None

**Customer Reference** [Find](#) | [View All](#)    First 1 of 1 Last

Cust ID:     Business Unit:

SubCustomer 1:     SubCustomer 2:

Name:

Remit SetID:     Remit From ID:

Corporate SetID:     Corporate ID:     Rate Type: CRRNT

MICR ID:     [Link MICR](#)    Accounting Date: 10/04/2011

---

**Reference Criteria**

\*Reference Criteria: None

\*Restrict to: All Customers

\*Match Rule: Exact Match

Anchor Business Unit:

**Item Reference** [Customize](#) | [Find](#) | [View All](#)    First 1 of 1 Last

Qual Code	Reference	To Reference		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

---

**Item Inclusion Options**

☒ All Items   
 ☐ Deduction Items Only   
 ☐ Items in Dispute Only  
☐ Exclude Deduction Items   
☐ Exclude Collection Items   
☐ Exclude Dispute Items

---

**Item Selection Filter**

Accounting Date From:     
 Accounting Date To:    
 AR Specialist:    
 Deduction Reason:    
 Broker ID:

---

**Worksheet Action**

[Build](#)    [Clear](#)   
 Created Date/Time:    
 Number of items in worksheet: 0

[Worksheet Selection](#)    [Worksheet Application](#)    [Worksheet Action](#)

The Worksheet Selection page displays.

In the Customer Reference section of the page:

### Enter Cust ID

- Enter the appropriate Customer ID

### Enter Business Unit

- Enter appropriate Business Unit

Click the **refresh** button located at the bottom of the page (use Scroll Bar to the right) – Customer Name, etc will default into the Customer Reference section of the page.

Favorites Main Menu > Accounts Receivable > Receivables Maintenance > Maintenance Worksheet > Create Worksheet

---

**Worksheet Selection**   **Worksheet Matches**

---

Worksheet Business Unit: 03545   Worksheet ID: NEXT

**Customer Criteria**

\*Customer Criteria   Customer Items   **Customer Reference**   Find | View All   First 1 of 1 Last

Cust ID: DUCKA2   Business Unit: 03545

Name: Alfred T. Duckless

Remit SetID: DOC   Remit From ID: DUCKA2

Corporate SetID: DOC   Corporate ID: DUCKA2   Rate Type: CRRNT

MICR ID:   Link MICR   Accounting Date: 10/04/2011

---

**Reference Criteria**

\*Reference Criteria   None   **Item Reference**   Customize | Find | View All | First 1 of 1 Last

\*Restrict to: All Customers

\*Match Rule: Exact Match

Anchor Business Unit:

Qual Code	Reference	To Reference

---

**Item Inclusion Options**

☒ All Items  
 ☐ Deduction Items Only  
 ☐ Items in Dispute Only  
☐ Exclude Deduction Items  
☐ Exclude Collection Items  
☐ Exclude Dispute Items

---

**Item Selection Filter**

Accounting Date From:   Accounting Date To:   AR Specialist:   Deduction Reason:   Broker ID:

---

**Worksheet Action**

Build   Clear   Created Date/Time:   Number of items in worksheet: 0

Click the **Build** button

The Worksheet Application page opens with all open items for Customer DUCKA2 in BU 03545.

Worksheet Application

Unit: 03545    Worksheet ID: 8681    Currency:    Accounting Date: 10/04/2011    Reason Code:  [Anchor Information](#)

Item Action    Row Selection    Display Control

Entry Type: Write-off A Debit    Reason:     Choice: Select Range    Range:     Go    Display: All Items    Go

Item List    Customize | Find | View All |    First 1-2 of 2 Last

Detail 1	Detail 2	Detail 3	Detail 4	Detail 5	Detail 6								
Seq	Libr	Sel	Item Balance	Currency	Item ID	Line	Type	Reason	Unit	Customer			
1		<input type="checkbox"/>	-15.00	USD	OA-15311				03545	DUCKA2			
2		<input type="checkbox"/>	15.00	USD	SUP/JUL2011				03545	DUCKA2			

[Add Item](#)    [Group View](#)    [Revenue Distribution](#)

Balance

Dr: 0.000    Cr: 0.000    Adj: 0.000    Net: 0.000    WO: 0.000    Ref: 0.000

[Worksheet Selection](#)    Worksheet Application    [Worksheet Action](#)

In the Item Action section of the page (top left) select the drop down arrow for the Entry Type

- Select the appropriate **Write-off type** ( example Write off a debit)

Select the box to the left of the item you are writing off to close.

Click on Refresh button (bottom mid section of page).

Worksheet Application

Unit: 03545    Worksheet ID: 8681    Currency: USD    Accounting Date: 10/04/2011    Reason Code:  [Anchor Information](#)

Item Action    Row Selection    Display Control

Entry Type: Write-off A Debit    Reason:     Choice: Select Range    Range:     Go    Display: All Items    Go

Item List    Customize | Find | View All |    First 1-2 of 2 Last

Detail 1	Detail 2	Detail 3	Detail 4	Detail 5	Detail 6							
Seq	Libr	Sel	Item Balance	Currency	Item ID	Line	Type	Reason	Unit	Customer		
1		<input type="checkbox"/>	-15.00	USD	OA-15311				03545	DUCKA2		
2		<input checked="" type="checkbox"/>	15.00	USD	SUP/JUL2011		WO		03545	DUCKA2		

[Add Item](#)    [Group View](#)    [Revenue Distribution](#)

Balance

Dr: 0.00    Cr: 0.00    Adj: 0.00    Net: 0.00    WO: 15.00    Ref: 0.00

[Worksheet Selection](#)    Worksheet Application    [Worksheet Action](#)

Save    Return to Search    Notify    Refresh

Worksheet Application page displays and populates Type – WO.

## Reason

- Select appropriate reason

**Click the Save Button at bottom of page.**

**Click on the Worksheet Action link at the bottom of the page.**

The Worksheet Action page displays with a status of Do Not Post.

Worksheet Action

Unit: 03545    Worksheet ID: 8680    Accounting Date: 10/04/2011

Status: Batch Standard

Worksheet Action	Posting Action	Accounting Entry Action
<a href="#">Delete Worksheet</a> <a href="#">Delete Maintenance Group</a>	Action: Batch Standard <a href="#">OK</a>	<a href="#">Create/Review Entries</a>

[Worksheet Selection](#)    [Worksheet Application](#)    Worksheet Action

Select the drop down arrow for the Action: under the Posting Action section of page.

- **Select Batch Standard**

**Click on the OK button**

**Click the Save Button**

**The Status changes from Do Not Post to Batch Standard. The Write off Maintenance Worksheet group is set to post the next time the ARUPDATE process runs. This process runs in a nightly batch process.**

**Note: When selecting Write-Off a Credit the entry type will default to Write-Off a Debit. Accept the default and continue your worksheet by selecting the Credits to write off.**

## **MAINTENANCE WORKSHEET FOR WRITE OFF IS COMPLETE**

## Delete a Maintenance Worksheet That Has Not Posted

**Possible situations when this function is used:** Maintenance worksheet groups are created whenever the Build button is selected, even if the group has not been saved or set to post, it is a group that will need to be deleted if it is not used in the current month. This navigation will take you automatically to the Worksheet Action page.

**Navigation:** Accounts Receivable > Receivables Maintenance > Maintenance Worksheet > Finalize Worksheet

The Worksheet Action page displays

### Enter Worksheet Business Unit

- Leave as default **or**
- Enter the appropriate business unit

### Enter Worksheet ID

- Enter the appropriate Worksheet ID

### Click the Search button

[Favorites](#) | [Main Menu](#) > [Accounts Receivable](#) > [Receivables Maintenance](#) > [Maintenance Worksheet](#) > [Finalize Worksheet](#)

---

**Worksheet Action**

---

**Unit:** 03545    **Worksheet ID:** 8681    **Accounting Date:** 10/04/2011

---

**Status:** Do Not Post

Worksheet Action	Posting Action	Accounting Entry Action
<div>Delete Worksheet</div> <div>Delete Maintenance Group</div>	Action: Do Not Post <input type="button" value="OK"/>	<div>Create/Review Entries</div>

[Worksheet Selection](#)   [Worksheet Application](#)   Worksheet Action

The Worksheet Action page displays. If you need to review your worksheet prior to deleting click on the links at bottom of page; Worksheet Selection or Worksheet Application.

In the Worksheet Action section of the page:

**Select the Delete Worksheet button**

You will receive the warning message "Delete worksheet (BU, Group ID): Are you sure?"

**Message** [X]

Delete worksheet 03545, 8681: Are you sure? (6050,33)

Are you sure that you want the current worksheet to be deleted?

**Click Yes**

You are returned to the Worksheet Action page.

[Favorites](#) | [Main Menu](#) > [Accounts Receivable](#) > [Receivables Maintenance](#) > [Maintenance Worksheet](#) > [Finalize Worksheet](#)

### Worksheet Action

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

---

Maximum number of rows to return (up to 300):

Worksheet Business Unit: =  

Worksheet ID:  

User ID:  

☐ Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

To confirm that the Maintenance Worksheet group has been deleted, do the following from the Worksheet Action page:

### Enter Worksheet Business Unit

- Enter the appropriate worksheet business unit

### Enter Worksheet ID

- Enter appropriate Worksheet ID

### Click the Search button

[Favorites](#) | [Main Menu](#) > [Accounts Receivable](#) > [Receivables Maintenance](#) > [Maintenance Worksheet](#) > [Finalize Worksheet](#)


**Worksheet Action**


Enter any information you have and click Search. Leave fields blank for a list of all values.


**Find an Existing Value**

---


Maximum number of rows to return (up to 300):

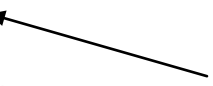
Worksheet Business Unit: =  

Worksheet ID:   

User ID:  

☐ Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

No matching values were found. 

You will receive the message **"No matching values were found."**

## DELETE MAINTENANCE WORKSHEET NOT POSTED IS COMPLETE

## Enter Customer Conversation

**Possible situations when this function is used:** Enter details for a conversation, including review information, keywords. Any time a change is made to a Customer in the Accounts Receivable module a Conversation can be entered for future reference. You can review a conversation with a customer contact and define actions to be taken based on that conversation, or you can add additional conversation information for an existing customer.

You can also review information for any conversation that has been entered or enter a conversation at any time. You can enter up to three keywords for each conversation if you want to use the Conversation by Keyword page to locate conversations with a certain keyword.

**Navigation:** Customers > Conversations > Update Conversations

The Conversations page will display.

**Click on the Add a New Value Tab**

Conversation page is displayed.

Favorites Main Menu > Customers > Conversations > Update Conversations

### Conversations

Find an Existing Value Add a New Value

SetID: STATE

Customer ID:

Add

### Enter Set ID

- leave as default **or**
- enter the appropriate set ID



## Enter Customer ID

- Enter appropriate Customer ID

## Click the ADD button

The Customer Component Page will display.

Favorites | Main Menu > Customers > Conversations > Update Conversations

**Conversations** | References | Attachments

SetID: 01110      Customer: ST003      Financial Operations Mont

\*Status: **New**      \*Description:

Subject:       Sub-Topic:

Review	Follow Up	Reference Amount
Review Days: <input type="text"/> Date: <input type="text"/> 31	Action: <input type="text"/>	Amount: <input type="text"/>
User: <input type="text"/> <input type="checkbox"/> Done	User ID: <input type="text"/> <input type="checkbox"/> Done	Promise Date: <input type="text"/> 31
<input type="checkbox"/> Supervisor Review	Letter: <input type="text"/> Date: <input type="text"/>	Confidence: <input type="text"/>

**Keywords**

Keyword1:       Keyword2:       Keyword3:

[Add Conversation](#)

**Conversation Entries**      Find | View All      First 1 of 1 Last

DateTime: 10/04/11 1:42PM      User: TJARVIS      ☐ Visible      [Edit Entry](#)

Contact ID:       Telephone:       Extension:

\*Comments:

## Conversations

- **Status** – Mandatory field defaults as **NEW**, accept default.
- **Description** – Mandatory field enter a brief description
- **Keyword1** – Enter appropriate and valid keyword for conversation not a mandatory field
- **Comments** – Enter detailed description for the conversation (see screen print below):

[Favorites](#) | [Main Menu](#) > [Customers](#) > [Conversations](#) > [Update Conversations](#)

---

[Conversations](#) | [References](#) | [Attachments](#)

**SetID:** 01110      **Customer:** ST003      Financial Operations Mont  
**\*Status:**       **Description:** Example  
**Subject:**      **Sub-Topic:**

<b>Review</b> <b>Review Days:</b> <input type="text"/> <b>Date:</b> <input type="text"/> <b>User:</b> <input type="text"/> <input type="checkbox"/> Done <input type="checkbox"/> Supervisor Review	<b>Follow Up</b> <b>Action:</b> <input type="text"/> <b>User ID:</b> <input type="text"/> <input type="checkbox"/> Done <b>Letter:</b> <input type="text"/> <b>Date:</b> <input type="text"/>	<b>Reference Amount</b> <b>Amount:</b> <input type="text"/> <b>Promise Date:</b> <input type="text"/> <b>Confidence:</b> <input type="text"/>
--	--	--

**Keywords**  
**Keyword1:**       **Keyword2:**       **Keyword3:**

[Add Conversation](#)

---

**Conversation Entries** [Find](#) | [View All](#)      First 1 of 1 Last

**DateTime:** 10/04/11 1:42PM      **User:** TJARVIS      ☐ Visible      [Edit Entry](#)

**Contact ID:**       **Telephone:**       **Extension:**

**\*Comments:**

**Click on the Save Button**

Change Status from **NEW** to **OPEN**.

**Select the current status for the conversation. Values are:**

**Closed:** Select when customer account is closed. This status is informational only. You can change a closed conversation.

**New:** The system automatically assigns this when you create a new conversation, before anyone reviews or responds to it.

**Open:** Select when you review or respond to a new conversation.

## ENTERING A CUSTOMER CONVERSATION IS COMPLETE

# Run and Print Customer Statements

**Possible situations when this function is used:** Customer Statements are Crystal reports that can be run at any time. They list all open receivables for customers by business unit, and are intended to be sent to customers monthly as a collection tool.

**Navigation:** Accounts Receivable > Customer Interactions > Statements > Create Customer Statements

The Statements page opens.

Click the Add A New Value Tab.

The screenshot shows the 'Statements' page. At the top is a breadcrumb trail: Favorites | Main Menu > Accounts Receivable > Customer Interactions > Statements > Create Customer Statements. Below this is a section titled 'Statements'. There are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is selected. Below the tabs is a text input field labeled 'Run Control ID:'. Below the input field is a yellow 'Add' button.

Enter Run Control ID

- Enter the appropriate Run Control ID

Click the Add button

The Statements Parameters page opens.

The screenshot shows the 'Statements Parameters' page. At the top is a breadcrumb trail: Favorites | Main Menu > Accounts Receivable > Customer Interactions > Statements > Create Customer Statements. Below this is a section titled 'Statements Parameters'. There are two tabs: 'Statements Parameters' and 'Currency to Convert'. The 'Statements Parameters' tab is selected. Below the tabs are several fields and buttons. On the left, there is a 'Run Control ID' dropdown menu set to 'Statements', a 'Language' dropdown menu set to 'English', and a 'Report Request Parameters' section. The 'Report Request Parameters' section contains the following fields: 'As of Date' (07/20/2011), 'Unit' (01110), 'SetID' (STATE), 'Customer' (empty), 'Correspondence Customer' (empty), 'Statement Group' (All Statement Groups), and 'Balance Forward Due Date' (10/04/2011). On the right, there are four checkboxes: 'Open Item' (checked), 'Open Item Include Drafts' (unchecked), 'Balance Forward' (checked), and 'Balance Forward Re-run' (unchecked). At the bottom left are 'Save' and 'Notify' buttons. At the bottom right are 'Add' and 'Update/Display' buttons.

- **As of Date** - Enter appropriate As of Date
- **Unit** - Enter appropriate Business Unit
- **Set ID** – Enter appropriate **Set ID = Business Unit**
- **Customer** – Leave blank for all % will default OR enter appropriate customer ID
- **Correspondence Customer** – Leave blank for all % will default
- **Statement Group** – All Statement Groups
- **Balance Forward Due Date** – When deselect Balance Forward date is not available
- **Open Item** – Select
- **Balance Forward** - Deselect

Click the Run button

Favorites Main Menu > Accounts Receivable > Customer Interactions > Statements > Create Customer Statements

**Process Scheduler Request**

User ID: TJARVIS Run Control ID: Statements

Server Name: Recurrence: Run Date: 10/04/2011 Run Time: 1:51:49PM [Reset to Current Date/Time](#)

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	PS/AR Statements	AR_STMTS	Application Engine	Web	TXT	<a href="#">Distribution</a>
<input type="checkbox"/>	<a href="#">PS/AR Statements</a>	STATEMNT	PSJob	(None)	(None)	<a href="#">Distribution</a>

OK Cancel

Check select box PS/AR Statements

Click the OK button.

You are returned to the Statements Parameters page.

Favorites | Main Menu > Accounts Receivable > Customer Interactions > Statements > Create Customer Statements

Statements Parameters | Currency to Convert

Run Control ID: Statements [Report Manager](#) [Process Monitor](#) [Run](#)  
Language: English Process Instance: 5402964

**Report Request Parameters**

As of Date: 07/20/2011    
Unit: 03545  Newport CCSC  
SetID: STATE  Default State SetID  
Customer: DUCKA2  Alfred T. Duckless  
Correspondence Customer: %   
Statement Group: All Statement Groups   
Balance Forward Due Date: 10/04/2011

☒ Open Item  
☐ Open Item Include Drafts  
☐ Balance Forward  
☐ Balance Forward Re-run

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

Click on the link for the Process Monitor (top right)

The Process List page opens.

Favorites | Main Menu > Accounts Receivable > Customer Interactions > Statements > Create Customer Statements

Process List | Server List

**View Process Request For**

User ID: TJARVIS  Type:  Last  1 Days   
Server:  Name:  Instance:  to   
Run Status:  Distribution Status:  ☒ Save On Refresh

**Process List** [Customize](#) | [Find](#) | [View All](#) | [First](#) | 1-3 of 3 | [Last](#)

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	5402964		Application Engine	AR_STMTS	TJARVIS	10/04/2011 1:51:49PM EDT	Success	Posted	<a href="#">Details</a>

Click on the Refresh button until Run Status = Success and Distribution Status = Posted.

Click on the Go back to Statements (bottom left)

You are returned to the Statement Parameters page.

To Print Statement see Navigation below:

**Navigation:** Accounts Receivable> Customer Interactions> Statements> Print Statements

Find an Existing Value Tab use the same run control as used for running the Statement Process.

The screenshot shows the 'Statement Print' search interface. At the top is a breadcrumb navigation bar: 'Favorites > Main Menu > Accounts Receivable > Customer Interactions > Statements > Print Statements'. Below this is the title 'Statement Print'. A text instruction reads: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. Below the tabs, there is a text field for 'Maximum number of rows to return (up to 300):' with the value '300'. The 'Run Control ID:' is set to 'begins with' and the value is 'Statements'. There is a checkbox for 'Case Sensitive' which is unchecked. At the bottom are buttons for 'Search', 'Clear', and links for 'Basic Search' and 'Save Search Criteria'.

By using the same run control as the Statement process the Statement Number will automatically populate on the page.

The screenshot shows the 'Statement Print Parameters' form. At the top right are links for 'New Window', 'Help', 'Customize Page', and a user icon. The form has a tab 'Statement Print Parameters'. Below the tab, 'Run Control ID:' is 'Cntrl\_Garg\_Strmts' and 'Language:' is 'English'. There are links for 'Report Manager', 'Process Monitor', and a yellow 'Run' button. Below this is a section 'Report Request Parameters' with a text field for 'Statement Number:' containing the value '2407'. At the bottom of the form is a row of buttons: 'Save', 'Return to Search', 'Next in List', 'Previous in List', 'Notify', 'Add', and 'Update/Display'. A black arrow points from the 'Run' button to the 'Click on the Run Button' instruction below.

Click on the Run Button

Click OK

Process Scheduler Request page is displayed

Favorites Main Menu > Accounts Receivable > Customer Interactions > Statements > Print Statements

### Process Scheduler Request

User ID: TJARVIS Run Control ID: Statements

Server Name: Run Date: 10/04/2011  
Recurrence: Run Time: 1:56:43PM [Reset to Current Date/Time](#)  
Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	Customer Statement Print	AR32000-	Crystal	Web	PDF	<a href="#">Distribution</a>
<input type="checkbox"/>	BalanceForward Statement Print	AR32001-	Crystal	Web	PDF	<a href="#">Distribution</a>
<input type="checkbox"/>	Draft Customer Statement Print	AR32002-	Crystal	Web	PDF	<a href="#">Distribution</a>
<input type="checkbox"/>	<a href="#">PS/AR Statements Print</a>	ARSTPRT	PSJob	(None)	(None)	<a href="#">Distribution</a>

OK Cancel

Select the box for Customer Statement Print

Click OK Button

Favorites Main Menu > Accounts Receivable > Customer Interactions > Statements > Print Statements

### Statement Print Parameters

Run Control ID: Statements [Report Manager](#) [Process Monitor](#) [Run](#)  
Language: English Process Instance: 5402966

### Report Request Parameters

Statement Number: 4448

Statement Print Parameters page is displayed

Click on the Report Manager link

Click on the Administration tab.

Click on the link for the appropriate report.

Favorites Main Menu > Accounts Receivable > Customer Interactions > Statements > Print Statements

List Explorer Administration Archives

View Reports For

User ID: TJARVIS Type: Last 1 Days Refresh

Status: Folder: Instance: to:

Report List

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	981637	5402966	<a href="#">Customer Statement Print</a>	10/04/2011 2:16:03PM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>

Address http://fmdevweb.finman.state.vt.us/psreports/FMTST/115855/AR32000-\_2717215.PDF

Save a Copy Print Select 116% Search Web Adobe Reader 7.0

Dept of Finance&Management/75693

Statement Number: 2,537  
Statement Date: 9/10/2007  
Customer Number: ST018  
Send payment to: Dept of Finance&Management/75693  
109 State Street  
Montpelier, VT 05609-

Treasurer  
109 State St 4th Floor  
Montpelier, VT 05633-6200

Invoice Date	Invoice ID and Line	Entry Type	Item Activity	Amount Due	Document	Payment	Discount
Customer: Treasurer							
Feb/23/2007	TRE123106	Wire		575.52			
Total for Treasurer				575.52			
Total for 01110				575.52			
Statement Total				575.52			

Report will open, to print, click on the print icon (top left).

**RUN AND PRINT CUSTOMER STATEMENTS IS COMPLETE**



## Review Pending Items Groups Not Set To Post

**Possible situations when this function is used:** Review is used to view groups that are in error or have not yet been set to post.

**Navigation:** Accounts Receivable> Pending Items> Review Items> Groups Not Set To Post

Groups Not Set To Post page opens.

Favorites > Main Menu > Accounts Receivable > Pending Items > Review Items > Group Not Set To Post

**Groups Not Set To Post**

Business Unit: 02300

User:

\*Posting Status: Never Posted And Error Groups

\*Balance Status: In And Out Of Balance Groups

Search

### Business Unit

- Leave as default **or**
- Enter the appropriate business unit

### User

- Leave as default **or**
- Erase name and leave blank (by leaving field blank you will get all users who enter under the Business Unit.

### Posting Status

- Leave as default **or**
- Select valid value from drop down

### Balance Status

- Leave as default **or**
- Select valid values from drop down

### Click the Search Button

## Groups Not Set To Post page opens with listing of groups

[Favorites](#) | [Main Menu](#) > [Accounts Receivable](#) > [Pending Items](#) > [Review Items](#) > [Group Not Set To Post](#)

**Groups Not Set To Post**

**Business Unit:** 02300 **User:**   
**\*Posting Status:** Never Posted And Error Groups **\*Balance Status:** In And Out Of Balance Groups

**\*Group Amount Switch:** To Be Posted

Groups Not Set to Post								Customize	Find	View All	First	1-3 of 3	Last
	Group ID	Type	Origin ID	Acctg Date	Post Status	Assigned	To Be Posted	Currency					
	4657	M	PS_AR	07/13/2011	Not Posted	DLUCE	0.000						
	4660	M	PS_AR	07/14/2011	Not Posted	DLUCE	0.000						
	4670	B	DRAW	08/24/2011	Not Posted	KSYMONDS	10,000.00	USD					
<b>Totals</b>													
<b>Total:</b>		3		** Multiple Currencies **									

Post Status Column shows the post status of the group either it would be not posted or error.

By clicking on the Show Item Detail button besides group # allows you to access the group to complete and set to post.

Group Control Page opens.

[Favorites](#) | [Main Menu](#) > [Accounts Receivable](#) > [Pending Items](#) > [Review Items](#) > [Group Not Set To Post](#)

**Group Control** **Group Action**

**Group Unit:** 02300 **Group ID:** 4670

**\*Acctg Date:** 08/24/2011 **\*Group Type:** B Billing **Control Currency:** USD   
**\*Origin ID:** DRAW Fed Draws **\*Format Currency:** USD

Totals				Control Data			
<b>Control:</b>	10,000.00	<b>*Count:</b>	1	<b>*Received:</b>	08/24/2011	<b>*Entered:</b>	08/24/2011
<b>Entered:</b>	10,000.00	<b>Count:</b>	1	<b>Posted Date:</b>			
<b>Difference:</b>	0.00	<b>Count:</b>	0	<b>Assign:</b>	KSYMOND:	<b>User:</b>	KSYMONDS
<b>Posted:</b>	0.00	<b>Count:</b>	0				
<b>Group Status</b>							
<b>Edit Status:</b>	Edited			<b>Accounting Entries:</b>	Balanced		
<b>Balanced:</b>	No			<b>Posting Action:</b>	Do Not Post		
<b>Posting Status:</b>	Not Posted						

Click on the Group Action Tab.


Favorites | Main Menu > Accounts Receivable > Pending Items > Review Items > Group Not Set To Post

Group Control | **Group Action**

Group Unit: 02300    Group ID: 4670

Posting Status: Do Not Post

Group Actions	Posting Action
<input type="button" value="Balance"/>	<input type="button" value="Do Not Post"/>
<input type="button" value="Delete Group"/>	<input type="button" value="Batch Priority"/>
	<input type="button" value="Batch Standard"/>



Click on Batch Standard Button

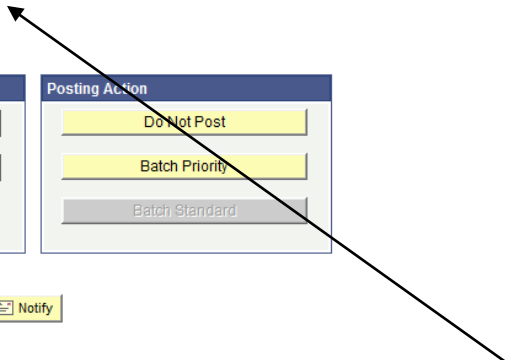
Favorites | Main Menu > Accounts Receivable > Pending Items > Review Items > Group Not Set To Post

Group Control | **Group Action**

Group Unit: 02300    Group ID: 4670

Posting Status: Batch Standard

Group Actions	Posting Action
<input type="button" value="Balance"/>	<input type="button" value="Do Not Post"/>
<input type="button" value="Delete Group"/>	<input type="button" value="Batch Priority"/>
	<input type="button" value="Batch Standard"/>



Posting Status changes from **Do not Post** to **Batch Standard**. Group will pick up in the next ARUPDATE process that is run as a nightly batch process.

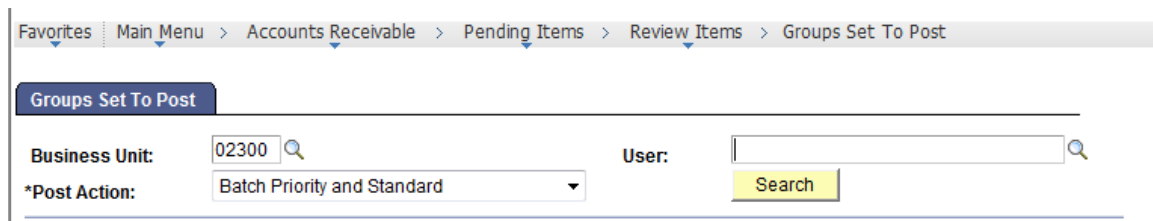
## REVIEW GROUPS NOT SET TO POST IS COMPLETE

## Review Pending Items Groups Set To Post

**Possible situations when this function is used:** Review Pending Items Group Set to Post allows you to view groups that the post action is Batch Standard ready for posting. ARUPDATE will run overnight and post the groups to the customer's account.

**Navigation:** Accounts Receivable> Pending Items> Review Items> Groups Set To Post

Groups Set To Post page opens.



### Business Unit

- Leave as default **or**
- Enter the appropriate business unit

### User

- Leave as default **or**
- Erase name and leave blank (by leaving field blank you will get all users who enter under the Business Unit.

### Posting Action

- Leave as default **or**
- Select valid value from drop down

### Balance Status

- Leave as default **or**
- Select valid values from drop down

### Click the Search Button

Groups Set To Post page displays all groups set to post

Navigation: Favorites | Main Menu > Accounts Receivable > Pending Items > Review Items > Groups Set To Post

**Groups Set To Post**

Business Unit: 02300 User:

\*Post Action: Batch Priority and Standard

\*Group Amount Switch: To Be Posted

Group Set to Post							
Customize   Find   View All   First 1 of 1 Last							
Group ID	Action	Assigned	Type	Acctg Date	Origin ID	To Be Posted	Currency
4670	Standard	KSYMONDS	B	08/24/2011	DRAW	10,000.00	USD

Totals			
Total:	1	Total Amount:	10,000.00
		Currency:	USD

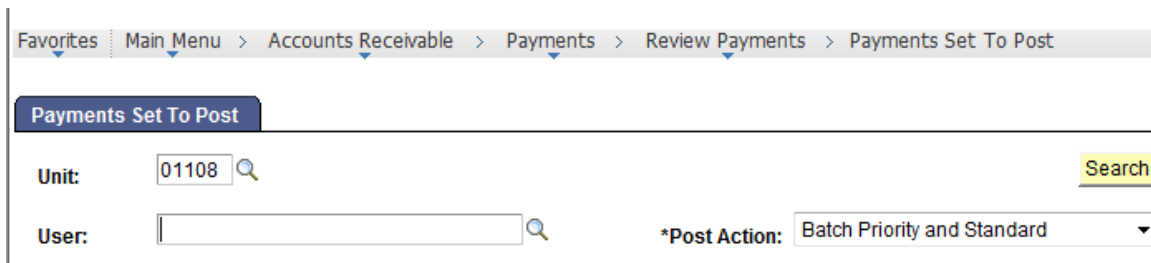
## REVIEW GROUPS SET TO POST IS COMPLETE

## Review Payments Set To Post

**Possible situations when this function is used:** Review payments Set to Post is used to view payments that the post action is Batch Standard ready for posting. ARUPDATE will run overnight and post the groups to the customer's account.

**Navigation:** Accounts Receivable > Payments > Review Payments > Payments Set to Post

Payments Set To Post page opens.



### Unit

- Leave as default **or**
- Enter the appropriate business unit

### User

- Leave as default **or**
- Erase name and leave blank (by leaving field blank you will get all users who enter under the Business Unit.

### Posting Action

- Leave as default **or**
- Select valid value from drop down


### Click the Search Button


Payments Set to Post page displays.



Navigation: Favorites | Main Menu > Accounts Receivable > Payments > Review Payments > Payments Set To Post

---

**Payments Set To Post**

Unit:   Search

User:   \*Post Action: Batch Priority and Standard ▼

Payments Set To Post						
Customize   Find   View All         First 1 of 1 Last						
Deposit ID	Payment ID	Assigned	Long Name	Acctg Date	Amount	Currency
004627	01260/00073006	CNILES	Batch Standard	01/15/2010	17,849.04	USD

<b>Total Payments:</b>	1	<b>Total Amount:</b>	17,849.04	USD
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These payments will be picked up in the next ARUPDATE batch process which runs overnight and post to the customer account.

## REVIEW PAYMENTS SET TO POST IS COMPLETE

## Review Posting Results-Pending Items

**Possible situations when this function is used:** Review Posting Results-Pending Items is used to check status of pending items once ARUPDATE runs overnight.

**Navigation:** Accounts Receivable> Receivable Update> Posting Results-Pending Items> All Items w/Detail

All Items With Detail page opens.

The screenshot shows the 'All Items With Detail' search interface. At the top is a breadcrumb trail: Favorites > Main Menu > Accounts Receivable > Receivables Update > Posting Results-Pending Items > All Items w/ Detail. Below the title 'All Items With Detail' is a search instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' A blue button labeled 'Find an Existing Value' is present. The search criteria section includes a text box for 'Maximum number of rows to return (up to 300):' with the value '300' entered. Below this are several search fields: 'Group Unit:' with a dropdown set to '=' and a text box containing '01110'; 'Group ID:', 'User ID:', 'Assigned Operator ID:', 'Group Type:', and 'Origin ID:' each with a 'begins with' dropdown and an empty text box; 'Entered Date:' with a dropdown set to '=' and a date picker showing '31'; and 'Posting Status:' with a dropdown set to '='. A 'Case Sensitive' checkbox is unchecked. At the bottom are 'Search' and 'Clear' buttons, followed by links for 'Basic Search' and 'Save Search Criteria'.

### Group Unit

- Leave as default **or**
- Enter the appropriate group unit

### Group Id

- Enter appropriate group id **or**
- Leave blank and search on all groups

### Click the search button



Group Control page opens.

Favorites Main Menu > Accounts Receivable > Receivables Update > Posting Results-Pending Items > All Items w/ Detail

---

Group Control Pending Item 1 Pending Item 2 Pending Item 3 Accounting Entries

---

Group Unit: 01110 Group ID: 1082

---

Acctg Date: 09/11/2007 Approved By:

Group Type: B Billing Control Currency: USD

Origin ID: ON\_AR ONL\_AR Format Currency: USD

Totals				Control Data	
Control:	600,000.00	*Count:	51	Received:	09/11/2007
Entered:	600,000.00	Count:	51	Entered:	09/11/2007
Difference:	0.00	Count:	0	Posted Date:	09/12/2007
Posted:	600,000.00	Count:	51	Assign:	KPEARSON
				User:	KPEARSON

Group Status	
Edit Status:	Edited
Balanced:	Yes
Posting Status:	Complete
Accounting Entries:	Balanced
Posting Action:	Do Not Post

[Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#)

## Group Status

- **Edit Status** – Edited
- **Balanced** – Yes
- **Posting Status**
  - Complete (group posted to customer account with no errors.)
  - Error (group is in error click on the pending item 1 tab and click the error info button to find what the error message is. To correct error navigate to Correct Posting Errors segment of manual.
- **Accounting Entries** – Balanced
- **Posting Action** - Do not Post (once a group posts to customer account the posting Action changes from Batch Standard to Do not Post)

## REVIEW POSTING RESULTS-PENDING ITEMS IS COMPLETE

# Review Posting Results-Payments

**Possible situations when this function is used:** Review Posting Results-Payments can be used to check status of payments once ARUPDATE runs overnight.

**Navigation:** Accounts Receivable> Receivable Update> Posting Results-Payments> Items w/Accounting Entries

Item with Accounting Entries page is displays

Favorites | Main Menu > Accounts Receivable > Receivables Update > Posting Results-Payments > Item w/ Accounting Entries

### Item With Accounting Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Maximum number of rows to return (up to 300): 300

Deposit Unit: = 01110

Deposit ID: begins with

Payment ID: begins with

Group ID: begins with

Business Unit: =

Customer ID: begins with

Item ID: begins with

Item Line: =

Sequence: =

Assigned Operator ID: begins with

Posting Status: >=

☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

You can search using all or some of the fields listed above. In this **example** we know the Deposit #.

## Deposit Unit

- Leave as default **or**
- Enter the appropriate deposit unit

## Deposit Id

- Enter appropriate deposit id

## Click the search button

Payment control page displays.

Favorites | Main Menu > Accounts Receivable > Receivables Update > Posting Results-Payments > Item w/ Accounting Entries

---

**Payment Control** | **Payment 1** | **Payment 2** | **Payment 3** | **Accounting Entries**

---

**Deposit Unit:** 01110    **Deposit ID:** 000005    **Payment ID:** 263 01270

---

**Acctg Date:** 06/17/2003    **Approved By:**

**Group Type:** P    Payment    **Control Currency:**

**Origin ID:** PS\_AR    PS\_AR    **Format Currency:** USD

Totals				Control Data	
<b>Control:</b>	-214.00	<b>*Count:</b>	1	<b>Received:</b>	06/17/2003
<b>Entered:</b>	-214.00	<b>Count:</b>	1	<b>Entered:</b>	06/17/2003
<b>Difference:</b>	0.00	<b>Count:</b>	0	<b>Posted Date:</b>	06/17/2003
<b>Posted:</b>	-214.00	<b>Count:</b>	1	<b>Assign:</b>	KPEARSON
				<b>User:</b>	KPEARSON

---

Group Status	
<b>Edit Status:</b>	Edited
<b>Balanced:</b>	Yes
<b>Posting Status:</b>	Complete
<b>Accounting Entries:</b>	Balanced
<b>Posting Action:</b>	Do Not Post

---

Return to Search    Previous in List    Next in List    Notify

- **Edit Status** – Edited
- **Balanced** – Yes
- **Posting Status**
  - Complete (payment posted to customer account with no errors.)
  - Error (payment is in error click on the payment 1 tab and click the error info button to find what the error message is. To correct error navigate to Correct Posting Errors: Accounts Receivable > Receivables Update > Correct Posting Errors > Payments
- **Accounting Entries** – Balanced
- **Posting Action** - Do not Post (once a payment posts to customer account the posting Action changes from Batch Standard to Do not Post)

## REVIEW POSTING RESULTS-PAYMENTS IS COMPLETE

# Review Item List

**Possible situations when this function is used:** Review Item information in several statuses.

**Navigation:** Accounts Receivable> Customer Accounts> Item Information> Item List

Item List page is displayed.

Favorites > Main Menu > Accounts Receivable > Customer Accounts > Item Information > Item List

Item List Advanced Search

SetID: 01110 Unit: 01110 Customer: \*Level: N Search Advanced Search

\*Status: Open

Row Selection

Range: GO Select All Deselect All

Item Action

Select Action... GO

Search Result Totals

Debits:	Debit Amount:	Currency:
Credits:	Credit Amount:	Currency:
Total:	Total Amount:	Currency:
Selected:	Selected Amount:	Selected Currency:

Refresh

## SetID

- Enter valid value **or**
- Select value

## Unit

- Enter valid value **or**
- Select value

## Customer

- Enter valid value **or**
- Select value

## Status

- Defaults as Open – Depending on what information you are looking for choose a valid value – All, Closed, Collection, Deduction, Dispute, Doubtful, Last Conv, and Past due

## Item Action

- Defaults as Select action accept default **or**
- Choose a valid value

For this example the Status of All is chosen.

Click Search Button

Favorites | Main Menu > Accounts Receivable > Customer Accounts > Item Information > Item List

Item List | Advanced Search

SetID: 01110 Unit: 01110 Customer: ST001 Agency of Administration \*Level: N Search Advanced Search

\*Status: All Add A Conversation Account Overview

Row Selection Range: GO Select All Deselect All

Item Action Select Action... GO

Seq Nbr	Item	Line	Activities	Unit	Customer ID	Status	Terms	Entry Type	Entry Reason	Due	Days Late	Item Balance	Cur
1	1			2 01110	ST001	C	DUR	WR	WIRE	06/28/2002			USD
2	ADMIN063005			2 01110	ST001	C	DUR	WR	WIRE	08/03/2005	7		USD
3	ADMIN063005#2			2 01110	ST001	C	DUR	CR	CRED	08/09/2005	1		USD
4	FY 2009 VISION DEVELOPMENT	1		2 01110	ST001	C	DUR	WR	WIRE	09/15/2008	23		USD
5	FY04 DEVELOPMENT			2 01110	ST001	C	DUR	WR	WIRE	08/29/2003	14		USD
6	FY05 DEVELOPMENT	1		2 01110	ST001	C	DUR	WR	WIRE	10/31/2004	22		USD
7	FY06 DEVELOPMENT	1		2 01110	ST001	C	DUR	WR	WIRE	10/30/2005			USD
8	FY08 VISION DEVELOPMENT	1		2 01110	ST001	C	DUR	WR	WIRE	09/01/2007	53		USD

Search Result Totals

Debits:	14	Debit Amount:	Currency:	USD
Credits:		Credit Amount:	Currency:	USD
Total:	14	Total Amount:	Currency:	USD
Selected:		Selected Amount:	Selected Currency:	

Refresh

Item List page is displayed

By clicking on any of the hyperlinks you can drill down to a new page. A component page will display see example below:

Component page is displayed.

Navigation: Favorites | Main Menu > Accounts Receivable > Customer Accounts > Item Information > Item List

Tabs: Detail 1 | Detail 2 | Detail 3 | **Item Activity** | Item Accounting Entries | Item Audit History

Unit: 01110 Customer: [ST001](#) Agency of Administration  
Item ID: FY04 DEVELOPMENT Line: Days Late: 14 Status: Closed

---

Accounting Date: 08/29/2003  
Balance: 0.00 USD

Entry Type: WR Billing Unit:  
Entry Reason: WIRE Original Amount: 1,819.00 USD  
AR Distribution Code: WR-AR

Discount Options	Customer Relations
Due Date: 08/29/2003 Due Days: <input type="text"/> Terms: DUR Discount Days: <input type="text"/> Discount Amount: <input type="text"/> Date: <input type="text"/> Discount Amount 1: <input type="text"/> Date 1: <input type="text"/> <input type="checkbox"/> Always Allow Discount As Of Date: 08/29/2003 Posted: 09/12/2003	<input type="checkbox"/> Dispute Reason: <input type="text"/> Date: <input type="text"/> [31] Dispute Amount: <input type="text"/> <input type="checkbox"/> Deduction Reason: <input type="text"/> Date: <input type="text"/> [31] <input type="checkbox"/> Doubtful <input type="checkbox"/> Collection Code: <input type="text"/> Date: <input type="text"/> [31] Analyst: FM <input type="text"/> FM Collector: FM <input type="text"/> Agency of Administration, Accounting Sales Person: FM <input type="text"/> FM AR Specialist: <input type="text"/>

Payment/Draft Options	Other Options
Payment Method: Check Draft Type: <input type="text"/> Direct Debit Profile ID: <input type="text"/>	<input type="checkbox"/> Revaluation Flag <input checked="" type="checkbox"/> Available for Netting

Buttons: Split Add A Conversation OK Cancel Apply Refresh

By clicking on customer Hyperlink will drill down to the customer address. See example below:

Customer component page is displayed in a new window.

Navigation: Favorites | Main Menu > Customers > Customer Information > General Information

Tabs: **General Info** | Bill To Options | Ship To Options | Sold To Options | Address | Miscellaneous General Info | Personal

SetID: 01110 Customer: ST001

\*Customer Status: Active Level: Regular  
\*Date Added: 06/28/2002 \*Since: 06/28/2002 \*Type: User 1  
\*Name 1: Agency of Administration \*Short Name: Admin

Roles

<input checked="" type="checkbox"/> Bill To Customer <a href="#">Bill To Selection</a>	<input checked="" type="checkbox"/> Correspondence Customer <a href="#">Correspondence Selection</a>
<input type="checkbox"/> Ship To Customer <a href="#">Ship To Selection</a>	<input checked="" type="checkbox"/> Remit From Customer <a href="#">Remit From Selection</a>
<input type="checkbox"/> Sold To Customer <a href="#">Sold To Selection</a>	<input checked="" type="checkbox"/> Corporate Customer <a href="#">Corporate Selection</a>
<input type="checkbox"/> Broker Customer	<input type="checkbox"/> Consolidation Customer Consolidation Business Unit: <input type="text"/>
<input type="checkbox"/> Indirect Customer	<input type="checkbox"/> Federal Customer Trading Partner Code: <input type="text"/>

Go to: ...More

Buttons: Save Return to Search Notify Add Update/Display Include History Correct History

In order to get back to the Item list page navigate back to item list,

**Navigation:** Accounts Receivable> Customer Accounts> Item Information> Item List

[Favorites](#) | [Main Menu](#) > [Accounts Receivable](#) > [Customer Accounts](#) > [Item Information](#) > [Item List](#)

---

[Item List](#) | [Advanced Search](#)

SetID:  Unit:  Customer:  [Agency of Administration](#) \*Level:  [Search](#) [Advanced Search](#)

\*Status:  [Add A Conversation](#) [Account Overview](#)

**Row Selection**

Range:  [GO](#) [Select All](#) [Deselect All](#)

**Item Action**

Select Action... [GO](#)

Seq Nbr	Item	Line	Activities	Unit	Customer ID	Status	Terms	Entry Type	Entry Reason	Due	Days Late	Item Balance	Cur
1	<a href="#">1</a>			2 01110	ST001	C	DUR	WR	WIRE	06/28/2002			USD
2	<a href="#">ADM N063005</a>			2 01110	ST001	C	DUR	WR	WIRE	08/03/2005	7		USD
3	<a href="#">ADM N063005#2</a>			2 01110	ST001	C	DUR	CR	CRED	08/09/2005	1		USD
4	<a href="#">FY 2009 VISION DEVELOPMENT</a>	1		2 01110	ST001	C	DUR	WR	WIRE	09/15/2008	23		USD
5	<a href="#">FY04 DEVELOPMENT</a>			2 01110	ST001	C	DUR	WR	WIRE	08/29/2003	14		USD
6	<a href="#">FY05 DEVELOPMENT</a>	1		2 01110	ST001	C	DUR	WR	WIRE	10/31/2004	22		USD
7	<a href="#">FY06 DEVELOPMENT</a>	1		2 01110	ST001	C	DUR	WR	WIRE	10/30/2005			USD
8	<a href="#">FY08 VISION DEVELOPMENT</a>	1		2 01110	ST001	C	DUR	WR	WIRE	09/01/2007	53		USD

**Search Result Totals**

Debits:	14	Debit Amount:	Currency:	USD
Credits:		Credit Amount:	Currency:	USD
Total:	14	Total Amount:	Currency:	USD
Selected:		Selected Amount:	Selected Currency:	

Item list page is displayed. To look at activity for more than one item at a time you can select a range of lines: for example: **in the Row selection Range field enter 1-3 and click GO**

Page is displayed with lines 1-3 selected.

Favorites | Main Menu > Accounts Receivable > Customer Accounts > Item Information > Item List

**Item List** | Advanced Search

SetID: 01110 Unit: 01110 Customer: ST001 Agency of Administration \*Level: N Search

\*Status: All Add A Conversation Account Overview

Row Selection  
Range: GO Select All Deselect All

Item Action  
View Items and Item Activity GO

Seq Nbr	Item	Line	Activities	Unit	Customer ID	Status	Term	Entry Type	Entry Reason	Due	Days Late	Item Balance	Cur
1	<input checked="" type="checkbox"/>	1		2	01110	ST001	C	DUR	WR	WIRE	06/28/2002		USD
2	<input checked="" type="checkbox"/>	ADMIN063005		2	01110	ST001	C	DUR	WR	WIRE	08/03/2005	7	USD
3	<input checked="" type="checkbox"/>	ADMIN063005#2		2	01110	ST001	C	DUR	CR	CRED	08/09/2005	1	USD
4	<input type="checkbox"/>	FY 2009 VISION DEVELOPMENT	1	2	01110	ST001	C	DUR	WR	WIRE	09/15/2008	23	USD
5	<input type="checkbox"/>	FY04 DEVELOPMENT		2	01110	ST001	C	DUR	WR	WIRE	08/29/2003	14	USD
6	<input type="checkbox"/>	FY05 DEVELOPMENT	1	2	01110	ST001	C	DUR	WR	WIRE	10/31/2004	22	USD
7	<input type="checkbox"/>	FY06 DEVELOPMENT	1	2	01110	ST001	C	DUR	WR	WIRE	10/30/2005		USD
8	<input type="checkbox"/>	FY08 VISION DEVELOPMENT	1	2	01110	ST001	C	DUR	WR	WIRE	09/01/2007	53	USD

Search Result Totals

Debits:	14	Debit Amount:	Currency:	USD
Credits:		Credit Amount:	Currency:	USD
Total:	14	Total Amount:	Currency:	USD
Selected:	3	Selected Amount:	Selected Currency:	USD

Refresh

To select all lines click on the Select All button, to deselect all, click on the Deselect all button.

Now that you have the lines selected, to view the activity for those lines, in the Item Action section of page drop down and select **View Items and Item Activity**  
Click GO



[Favorites](#) | [Main Menu](#) > [Accounts Receivable](#) > [Customer Accounts](#) > [Item Information](#) > [Item List](#)

### Selected Items

Item				<a href="#">Find</a>   <a href="#">View All</a>	First	1 of 3	Last
Unit:	01110	Customer:	ST001	Agency of Administration	Item ID:	1	
Days Late:	4	Due Date:	06/28/2002	Terms:	DUR		
Item Balance:			0.00 USD	As Of Date:	06/28/2002		
Purchase Order:				SubCustomer 1:			
Bill of Lading:				SubCustomer 2:			
Letter of Credit ID:				Order No:			

Item Activity				<a href="#">Find</a>   <a href="#">View All</a>	First	1 of 2	Last
Sequence:	1	Posted Date:	07/02/2002	Accounting Date:	06/28/2002		
Amount:			923.00 USD	Entry Type:	WR	Entry Reason:	WIRE
Document:							
Group Unit:	01110	Group ID:	3	Origin ID:	WIRE		

Selected Items page is displayed. To view all selected items click on the view all link.

[Favorites](#) | [Main Menu](#) > [Accounts Receivable](#) > [Customer Accounts](#) > [Item Information](#) > [Item List](#)

### Selected Items

Item				Find   View 1	First 1-3 of 3 Last
<b>Unit:</b>	01110	<b>Customer:</b>	ST001	Agency of Administration	<b>Item ID:</b> 1
<b>Days Late:</b>	4	<b>Due Date:</b>	06/28/2002	<b>Terms:</b>	DUR
<b>Item Balance:</b>			0.00 USD	<b>As Of Date:</b>	06/28/2002
<b>Purchase Order:</b>				<b>SubCustomer 1:</b>	
<b>Bill of Lading:</b>				<b>SubCustomer 2:</b>	
<b>Letter of Credit ID:</b>				<b>Order No:</b>	

Item Activity				Find   View 1	First 1-2 of 2 Last
<b>Sequence:</b>	1	<b>Posted Date:</b>	07/02/2002	<b>Accounting Date:</b>	06/28/2002
<b>Amount:</b>			923.00 USD	<b>Entry Type:</b>	WR <b>Entry Reason:</b> WIRE
<b>Document:</b>					
<b>Group Unit:</b>	01110	<b>Group ID:</b>	3	<b>Origin ID:</b>	WIRE

<b>Sequence:</b>	2	<b>Posted Date:</b>	07/02/2002	<b>Accounting Date:</b>	06/28/2002
<b>Amount:</b>			-923.00 USD	<b>Entry Type:</b>	PY <b>Entry Reason:</b>
<b>Document:</b>					
<b>Group Unit:</b>	01110	<b>Group ID:</b>	95	<b>Origin ID:</b>	PS_AR
<b>Deposit Unit:</b>	01110	<b>Deposit ID:</b>	2002	<b>Payment ID:</b>	1

<b>Unit:</b>	01110	<b>Customer:</b>	ST001	Agency of Administration	<b>Item ID:</b> ADMIN063005
<b>Days Late:</b>	7	<b>Due Date:</b>	08/03/2005	<b>Terms:</b>	DUR
<b>Item Balance:</b>			0.00 USD	<b>As Of Date:</b>	08/03/2005
<b>Purchase Order:</b>				<b>SubCustomer 1:</b>	
<b>Bill of Lading:</b>				<b>SubCustomer 2:</b>	
<b>Letter of Credit ID:</b>				<b>Order No:</b>	

By using the scroll bar will allow you to view all three items that were selected. If you want to drill down to the payment for each line click on the View all link for each line will drill down further to the payment line where you can view both pending group and payment. See Screen shot below:

Favorites | Main Menu > Accounts Receivable > Customer Accounts > Item Information > Item List

**Selected Items**

Item				Find   View All	First 1 of 3 Last
Unit:	01110	Customer:	ST001	Agency of Administration	Item ID: 1
Days Late:	4	Due Date:	06/28/2002	Terms:	DUR
Item Balance:	0.00	USD	As Of Date:	06/28/2002	
Purchase Order:			SubCustomer 1:	SubCustomer 2:	Order No:
Bill of Lading:					
Letter of Credit ID:					

Item Activity				Find   View All	First 1 of 2 Last
Sequence:	1	Posted Date:	07/02/2002	Accounting Date:	06/28/2002
Amount:	923.00	USD	Entry Type:	WR	Entry Reason: WIRE
Group Unit:	01110	Group ID:	3	Document:	
			Origin ID:	WIRE	

OK Cancel Refresh

This page shows the pending group as well as the payment including deposit #. To go back to the Item List page **click the OK Button.**

Item list page is displayed.

Favorites | Main Menu > Accounts Receivable > Customer Accounts > Item Information > Item List

**Item List** | Advanced Search

SetID: 01110 Unit: 01110 Customer: ST001 Agency of Administration \*Level: N Search Advanced Search

\*Status: All Add A Conversation Account Overview

Row Selection: Range: GO Select All Deselect All

Item Action: Select Action... GO

Item List														Customize   Find   View All	First 1-8 of 14 Last
Seq Nbr	Item	Line	Activities	Unit	Customer ID	Status	Terms	Entry Type	Entry Reason	Due	Days Late	Item Balance	Cur		
1	1			2 01110	ST001	C	DUR	WR	WIRE	06/28/2002			USD		
2	ADMIN063005			2 01110	ST001	C	DUR	WR	WIRE	08/03/2005	7		USD		
3	ADMIN063005#2			2 01110	ST001	C	DUR	CR	CRED	08/09/2005	1		USD		
4	FY 2009 VISION DEVELOPMENT	1		2 01110	ST001	C	DUR	WR	WIRE	09/15/2008	23		USD		
5	FY04 DEVELOPMENT			2 01110	ST001	C	DUR	WR	WIRE	08/29/2003	14		USD		
6	FY05 DEVELOPMENT	1		2 01110	ST001	C	DUR	WR	WIRE	10/31/2004	22		USD		
7	FY06 DEVELOPMENT	1		2 01110	ST001	C	DUR	WR	WIRE	10/30/2005			USD		
8	FY08 VISION DEVELOPMENT	1		2 01110	ST001	C	DUR	WR	WIRE	09/01/2007	53		USD		

Most of the review pages drill down in many ways. Depending on what information you are looking for depends on which review you will find most helpful.

## ITEM LIST IS COMPLETE

## Review Item Activity From a Group

**Possible situations when this function is used:** View activity for all items in a group.

**Navigation:** Accounts Receivable> Customer Accounts> Item Information> Item Activity From a Group

Item Information page displays select Item Activity Form a Group

Item Activity From a Group Page is displayed

---

Favorites Main Menu > Accounts Receivable > Customer Accounts > Item Information > Item Activity From a Group

---


### Item Activity From A Group


Enter any information you have and click Search. Leave fields blank for a list of all values.


**Find an Existing Value**


---


Maximum number of rows to return (up to 300):

Group Unit: =  


Group ID: begins with  

Business Unit: =  


Customer ID: begins with  

Posted Date: =  

Group Type: begins with

[Basic Search](#)  [Save Search Criteria](#)


### Group Unit

- Accept Default or
- Enter/Select Valid value 

### Group ID

- Enter Group # or
- Leave Blank

### Business Unit

- Accept Default or
- Enter/Select Valid value 

### Customer ID

- Enter/Select Valid value  or
- Leave Blank

## Posted Date

- Enter Valid Value or
- Leave blank

## Group Type

- Leave Blank (B- Billing)

## Click the Search Button

Search Results for Item Activity From a Group page is displayed.

Favorites Main Menu > Accounts Receivable > Customer Accounts > Item Information > Item Activity From a Group

### Item Activity From A Group

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

Maximum number of rows to return (up to 300):

Group Unit: =

Group ID: begins with

Business Unit: =

Customer ID: begins with

Posted Date: =

Group Type: begins with

**Search** **Clear** [Basic Search](#) [Save Search Criteria](#)

### Search Results

View All First 1-17 of 17 Last

Group Unit	Group ID	Business Unit	Customer ID	Posted Date	Group Type
<a href="#">01110</a>	<a href="#">1082</a>	<a href="#">01110</a>	<a href="#">ST001</a>	<a href="#">09/12/2007</a>	<a href="#">B</a>
<a href="#">01110</a>	<a href="#">1344</a>	<a href="#">01110</a>	<a href="#">ST001</a>	<a href="#">09/16/2008</a>	<a href="#">B</a>
<a href="#">01110</a>	<a href="#">1629</a>	<a href="#">01110</a>	<a href="#">ST001</a>	<a href="#">11/25/2009</a>	<a href="#">B</a>
<a href="#">01110</a>	<a href="#">1686</a>	<a href="#">01110</a>	<a href="#">ST001</a>	<a href="#">11/30/2009</a>	<a href="#">U</a>
<a href="#">01110</a>	<a href="#">1688</a>	<a href="#">01110</a>	<a href="#">ST001</a>	<a href="#">11/30/2009</a>	<a href="#">B</a>
<a href="#">01110</a>	<a href="#">187</a>	<a href="#">01110</a>	<a href="#">ST001</a>	<a href="#">05/21/2003</a>	<a href="#">B</a>
<a href="#">01110</a>	<a href="#">2254</a>	<a href="#">01110</a>	<a href="#">ST001</a>	<a href="#">03/15/2011</a>	<a href="#">B</a>
<a href="#">01110</a>	<a href="#">299</a>	<a href="#">01110</a>	<a href="#">ST001</a>	<a href="#">08/29/2003</a>	<a href="#">B</a>

Click on group you want to view

Item Activity From A Group page is displayed

Favorites | Main Menu > Accounts Receivable > Customer Accounts > Item Information > Item Activity From a Group

**Item Activity From A Group**

Group Unit: 01110 Posted Date: 11/25/2009  
Group ID: 1629

\*Display Customer Switch: **Customer ID** \*Display Amount Switch: Entry Amount

Item Activities							
Unit	Customer ID	Item ID	Item Line	Entry Type	Reason	Entry Amount	Currency
1	01110	ST001	VISION DEVELOPMENT	WR	WIRE	332.00	USD

Total Items: 1 Group Amount: 332.00 Currency: USD

Save Return to Search Previous in List Next in List Notify

Click on the Drop down field for Display Customer Switch and select Customer Name

Favorites | Main Menu > Accounts Receivable > Customer Accounts > Item Information > Item Activity From a Group

**Item Activity From A Group**

Group Unit: 01110 Posted Date: 11/25/2009  
Group ID: 1629

\*Display Customer Switch: **Customer Name** \*Display Amount Switch: Entry Amount

Item Activities							
Unit	Customer ID	Item ID	Item Line	Entry Type	Reason	Entry Amount	Currency
1	01110	Agency of Administration	VISION DEVELOPMENT	WR	WIRE	332.00	USD

Total Items: 1 Group Amount: 332.00 Currency: USD

Save Return to Search Previous in List Next in List Notify

Page is displayed with customers name vs customer Id.

## ITEM ACTIVITY FROM A GROUP IS COMPLETE

## Review Item Activity From a Customer Payment

**Possible situations when this function is used:** View items that were paid by a payment after the Receivable Update process (ARUPDATE) processed the payment. Once the payment has been posted, you cannot return to the payment worksheet to view how it was applied.

**Navigation:** Accounts Receivable > Customer Accounts > Item Information > Item Activity From a Payment

Item Activity From a Payment Page is displayed

Favorites Main Menu > Accounts Receivable > Customer Accounts > Item Information > Item Activity From a Payment

**Item Activity From A Payment**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

Maximum number of rows to return (up to 300): 300

Deposit Unit: = 01110

Deposit ID: begins with

Payment ID: begins with

Business Unit: =

Customer ID: begins with ST001

Posted Date: =

**Search** **Clear** [Basic Search](#) [Save Search Criteria](#)

### Deposit Unit

- Accept Default or
- Enter/Select Valid value

### Deposit ID

- Enter Group # or
- Leave Blank

### Business Unit

- Accept Default or
- Enter/Select Valid value

### Customer ID

- Enter/Select Valid value or
- Leave Blank

## Posted Date

- Enter Valid Value or
- Leave blank

## Group Type

- Leave Blank (B- Billing)

## Click the Search Button

Search Results for Item Activity From a Payment page is displayed.

Navigation: Favorites | Main Menu > Accounts Receivable > Customer Accounts > Item Information > Item Activity From a Payment

### Item Activity From A Payment

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

Maximum number of rows to return (up to 300):

Deposit Unit:

Deposit ID:

Payment ID:

Business Unit:

Customer ID:

Posted Date:

[Basic Search](#) [Save Search Criteria](#)

### Search Results

View All First 1-10 of 10 Last

Deposit Unit	Deposit ID	Payment Sequence	Payment ID	Business Unit	Customer ID	Posted Date
<a href="#">01110</a>	<a href="#">000039</a>	<a href="#">1</a>	<a href="#">01100 368</a>	<a href="#">01110</a>	<a href="#">ST001</a>	<a href="#">09/12/2003</a>
<a href="#">01110</a>	<a href="#">000039</a>	<a href="#">2</a>	<a href="#">01100 369</a>	<a href="#">01110</a>	<a href="#">ST001</a>	<a href="#">09/12/2003</a>
<a href="#">01110</a>	<a href="#">000076</a>	<a href="#">1</a>	<a href="#">01100 515</a>	<a href="#">01110</a>	<a href="#">ST001</a>	<a href="#">11/22/2004</a>
<a href="#">01110</a>	<a href="#">000127</a>	<a href="#">1</a>	<a href="#">01100/ 660</a>	<a href="#">01110</a>	<a href="#">ST001</a>	<a href="#">11/18/2005</a>

Click on Deposit you want to view



Item Activity From A Payment is displayed

[Favorites](#) > [Main Menu](#) > [Accounts Receivable](#) > [Customer Accounts](#) > [Item Information](#) > [Item Activity From a Payment](#)

---

**Item Activity From A Payment**

---

**Deposit Unit:** 01110      **Deposit ID:** 000255      **Group ID:** 1386

---

**Acctg Date:** 10/08/2008      **Posted Date:** 10/08/2008

**Payment ID:** 01100/ 1119      **Payment Amount:** -267.00    USD

---

\*Display Amount Switch: Payment Amount

**Item Activity** Customize | Find | View All | |  First 1 of 1 Last

**Activity 1** **Activity 2**

Unit	Customer	Name	Item ID	Line	Type	Reason	Payment ID	Payment Amount	Currency
01110	ST001	Agency of Administration	FY 2009 VISION DEVELOPMENT	1	PY		01100/ 1119	-267.00	USD

---

**Total:** 1      **Total Amount:** -267.00      **Currency:** USD

---

Save   Return to Search   Previous in List   Next in List   Notify

**ITEM ACTIVITY FROM A PAYMENT IS COMPLETE**

## Review Item Activity Summary

**Possible situations when this function is used:** View a single-line summary of each item-related activity.

**Navigation:** Accounts Receivable> Customer Accounts> Item Information> Item Activity Summary

Item Information page displays select Item Activity Summary

Item Activity Summary

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Maximum number of rows to return (up to 300): 300

Business Unit: = 01110

Customer ID: begins with

Item ID: begins with

Item Line: =

Item Status: =

Credit Analyst: begins with

Collector: begins with

Purchase Order Reference: begins with

Document ID: begins with

Bill of Lading: begins with

☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Item Activity Summary Page is displayed


### Business Unit

- Accept Default or
- Enter/Select Valid value

### Customer Id

- Enter/Select Valid value or
- Leave Blank

## Item ID

- Enter valid item id  or
- Leave blank


## Item Line

- Enter Valid Item Line # or
- Leave blank


## Item Status

- Choose either Open or close from drop down or
- Leave blank

## Credit Analyst

- Select valid value  or
- Leave blank

## Collector

- Select valid value  or
- Leave blank

At least one other field besides the Business Unit needs information in it.

The rest of the fields are not used at this time.

## Click the Search Button

Search Results for Item Activity Summary page is displayed.


Navigation: Favorites | Main Menu > Accounts Receivable > Customer Accounts > Item Information > Item Activity Summary


### Item Activity Summary


Enter any information you have and click Search. Leave fields blank for a list of all values.


**Find an Existing Value**


Maximum number of rows to return (up to 300):


**Business Unit:**  


**Customer ID:**  


**Item ID:**  


**Item Line:**  


**Item Status:**  

**Credit Analyst:**  


**Collector:**  

**Purchase Order Reference:**  

**Document ID:**  

**Bill of Lading:**  

☐ Case Sensitive

**Search** **Clear** [Basic Search](#)  [Save Search Criteria](#)

### Search Results

View All First 1-14 of 14 Last

Business Unit	Customer ID	Item ID	Item Line	Item Status	Credit Analyst	Collector	Purchase Order Reference	Document ID	Bill of Lading
01110	ST001	1	0	Closed	FM	FM	(blank)	(blank)	(blank)
01110	ST001	ADMIN063005	0	Closed	FM	FM	(blank)	(blank)	(blank)
01110	ST001	ADMIN063005#2	0	Closed	FM	FM	(blank)	(blank)	(blank)

Click on Item Id you want to view

Item Activity Summary page is displayed.

Favorites | Main Menu > Accounts Receivable > Customer Accounts > Item Information > Item Activity Summary

---

**Item Activity Summary**

---

Unit: 01110      Customer: [ST001](#)      Agency of Administration  
Item ID: FY06 DEVELOPMENT      Line: 1      Days Late:      Status: Closed  
Item Balance: 0.00 USD

Item Activity							Find   View All	First	1-2 of 2	Last
Seq	Entry Type	Document ID	Acctg Date	Entry		Posted				
1	WR	WIRE	10/30/2005		204.00 USD	10/30/2005				
2	WR	WIRE	10/30/2005		-204.00 USD	10/30/2005				

Save   Return to Search   Previous in List   Next in List   Notify

**ITEM ACTIVITY SUMMARY IS COMPLETE**

## View/Update Item Details

**Possible situations when this function is used:** View an item through Item List. Changes can be made to the Analyst, Collector and Sales Person fields.

**Navigation:** Accounts Receivable > Customer Accounts > Item Information > View/Update Item Details

Item Maintenance Page is displayed.

Navigation: Favorites | Main Menu > Accounts Receivable > Customer Accounts > Item Information > View/Update Item Details

### Item Maintenance

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

---

Maximum number of rows to return (up to 300):

Business Unit:	=	<input type="text" value="01110"/>	
Customer ID:	begins with	<input type="text"/>	
Item ID:	begins with	<input type="text"/>	
Item Line:	=	<input type="text"/>	
Item Status:	=	<input type="text"/>	
Credit Analyst:	begins with	<input type="text"/>	
Collector:	begins with	<input type="text"/>	
Purchase Order Reference:	begins with	<input type="text"/>	
Document ID:	begins with	<input type="text"/>	
Bill of Lading:	begins with	<input type="text"/>	

☐ Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

Enter information in the following fields. The more fields you fill in reduces the return data.

### Business Unit

- Accept Default or
- Enter/Select Valid value

## Customer ID

- Enter Customer # or
- Select Valid Value 

## Item Id

- Enter Item ID or
- Leave Blank

## Item Line

- Enter Line # or
- Leave Blank

## Item Status

- Enter/select Status or
- Leave Blank

## Credit Analyst

- Enter/select or
- Leave Blank

## Collector

- Enter/ Select or
- Leave Blank

At least one field other than the Business Unit must be filled in.

The rest of the fields are not used at this time.

## Click the Search Button


Favorites | Main Menu > Accounts Receivable > Customer Accounts > Item Information > View/Update Item Details


### Item Maintenance


Enter any information you have and click Search. Leave fields blank for a list of all values.


**Find an Existing Value**


Maximum number of rows to return (up to 300):


Business Unit:  


Customer ID:  


Item ID:  


Item Line:  


Item Status:  

Credit Analyst:  

Collector:  

Purchase Order Reference:  

Document ID:  

Bill of Lading:  

☐ Case Sensitive

**Search** **Clear** [Basic Search](#) [Save Search Criteria](#)

### Search Results

View All First 1-14 of 14 Last

Business Unit	Customer ID	Item ID	Item Line	Item Status	Credit Analyst	Collector	Purchase Order Reference	Document ID	Bill of Lading
01110	ST001	1	0	Closed	FM	FM	(blank)	(blank)	(blank)
01110	ST001	ADMIN063005	0	Closed	FM	FM	(blank)	(blank)	(blank)
01110	ST001	ADMIN063005#2	0	Closed	FM	FM	(blank)	(blank)	(blank)

Click on Item you want to view/update

Component page is displayed.

Favorites Main Menu > Accounts Receivable > Customer Accounts > Item Information > View/Update Item Details

**Detail 1** Detail 2 Detail 3 Item Activity Item Accounting Entries Item Audit History

Unit: 01110 Customer: [ST001](#) Agency of Administration  
Item ID: FY 2009 VISION DEVELOPMENT Line: 1 Days Late: 23 Status: Closed

---

Accounting Date: 09/15/2008 Entry Type: WR Billing Unit:  
Balance: 0.00 USD Entry Reason: WIRE Original Amount: 267.00 USD  
AR Distribution Code: WR-AR

---

Discount Options	Customer Relations
Due Date: 09/15/2008 Due Days: <input type="text"/> Terms: DUR <input type="text"/> Discount Days: <input type="text"/> Discount Amount: <input type="text"/> Date: <input type="text"/> Discount Amount 1: <input type="text"/> Date 1: <input type="text"/> <input type="checkbox"/> Always Allow Discount As Of Date: 09/15/2008 Posted: 10/08/2008	<input type="checkbox"/> Dispute Reason: <input type="text"/> <input type="text"/> Date: <input type="text"/> <input type="text"/> Dispute Amount: <input type="text"/> <input type="checkbox"/> Deduction Reason: <input type="text"/> <input type="text"/> Date: <input type="text"/> <input type="text"/> <input type="checkbox"/> Doubtful <input type="checkbox"/> Collection Code: <input type="text"/> <input type="text"/> Date: <input type="text"/> <input type="text"/> Analyst: FM <input type="text"/> <input type="text"/> FM Collector: FM <input type="text"/> <input type="text"/> Agency of Administration, Accounting Sales Person: FM <input type="text"/> <input type="text"/> FM AR Specialist: <input type="text"/> <input type="text"/>

---

Payment/Draft Options	Other Options
Payment Method: Check <input type="text"/> Draft Type: <input type="text"/> <input type="checkbox"/> Preapproved? Direct Debit Profile ID: <input type="text"/> <input type="checkbox"/> Create Document? <input type="checkbox"/> One Item per Draft?	<input checked="" type="checkbox"/> Revaluation Flag <input checked="" type="checkbox"/> Available for Netting

[Split](#) [Add A Conversation](#)

Detail 1 tab is the only page that you can make a change to an item. The fields that you can change are: **Analyst, Collector and Sales Person**. To make the change choose a valid value and **Click Save Button**

## VIEW/UPDATE ITEM DETAILS IS COMPLETE

## Customer Account Overview

**Possible situations when this function is used:** View various customer balances, the most recent item and payment activity. Click hyperlinks to view detailed data. The tabs and hyperlinks most useful are: Tabs: Balances and Profile, hyperlinks: Item ID, Payment and Balance.

**Navigation:** Accounts Receivable> Customer Accounts> Customer Information> Account Overview

Customer Information page displays select Account Overview.

Favorites > Main Menu > Accounts Receivable > Customer Accounts > Customer Information > Account Overview

Balances Profile Customer Action Customer Trend 1 Customer Trend 2 Customer Trend 3

SetID: 01110 Unit: 01110 Customer: st001 \*Level: N Search

[Balances](#) | [Profile](#) | [Customer Action](#) | [Customer Trend 1](#) | [Customer Trend 2](#) | [Customer Trend 3](#)

Component page displays on the Balances tab. Balances and Profile tabs are the only tabs with information.

### SetId

- Enter the appropriate business unit

### Unit

- Enter the appropriate business unit

### Customer

- Select valid value from drop down **or**
- Enter valid customer

**Click the Search Button**



Balances Page is displayed.

[Favorites](#) | [Main Menu](#) > [Accounts Receivable](#) > [Customer Accounts](#) > [Customer Information](#) > [Account Overview](#)

[Balances](#) | [Profile](#) | [Customer Action](#) | [Customer Trend 1](#) | [Customer Trend 2](#) | [Customer Trend 3](#)

SetID:  Unit:  Customer:  [Agency of Administration](#) \*Level:  [Search](#)

[Add A Conversation](#) [Pay by Credit Card](#)

Most Recent Activity				
	Item ID	Date	Amount	Currency
<a href="#">Item ID:</a>	FY11 VISION DEVELOPMENT	03/14/2011	414.00	USD
<a href="#">Payment:</a>	VISION DEVELOPE	03/29/2011	414.00	USD

	Count	Amount	Currency
<a href="#">Pay History Days:</a>		0.00	
<a href="#">Credit Limit:</a>		0.00	
<a href="#">Balance:</a>	0	0.00	USD
<a href="#">Past Due:</a>	0	0.00	USD
<a href="#">Deductions:</a>	0	0.00	USD
<a href="#">Disputed:</a>	0	0.00	USD

There are several ways to view information on this page depending on what information you are looking for. Clicking on the hyperlinks (example) allows you to drill down to another page.

## Most Recent Activity

### Click Item ID

- Displays the most recent item for the customer, the item date, and amount. Clicking on the hyperlink will allow you to drill down to another component page for further information. See Example below:

[Favorites](#) | [Main Menu](#) > [Accounts Receivable](#) > [Customer Accounts](#) > [Customer Information](#) > [Account Overview](#)

[Detail 1](#) | [Detail 2](#) | [Detail 3](#) | [Item Activity](#) | [Item Accounting Entries](#) | [Item Audit History](#)

Unit: 01110 Customer: [ST001](#) Agency of Administration  
 Item ID: FY11 VISION DEVELOPMENT Line: Days Late: 15 Status: Closed

Accounting Date: 03/14/2011 Entry Type: WR Billing Unit:  
 Balance: 0.00 USD Entry Reason: WIRE Original Amount: 414.00 USD  
 AR Distribution Code: WR-AR

Discount Options		Customer Relations	
Due Date: <input type="text" value="03/14/2011"/>	Due Days: <input type="text"/>	<input type="checkbox"/> Dispute Reason: <input type="text"/> Date: <input type="text"/>	
Terms: <input type="text" value="DUR"/>	Discount Days: <input type="text"/>	<input type="checkbox"/> Deduction Reason: <input type="text"/> Date: <input type="text"/>	
Discount Amount: <input type="text"/>	Date: <input type="text"/>	<input type="checkbox"/> Doubtful	
Discount Amount 1: <input type="text"/>	Date 1: <input type="text"/>	<input type="checkbox"/> Collection Code: <input type="text"/> Date: <input type="text"/>	
<input type="checkbox"/> Always Allow Discount		Analyst: <input type="text" value="FM"/> FM	
As Of Date: <input type="text" value="03/14/2011"/>	Posted: 03/29/2011	Collector: <input type="text" value="FM"/> Agency of Administration, Accounting	
<b>Payment/Draft Options</b> Payment Method: <input type="text" value="Check"/> Draft Type: <input type="text"/> <input type="checkbox"/> Preapproved? Direct Debit Profile ID: <input type="text"/> <input type="checkbox"/> Create Document? <input type="checkbox"/> One Item per Draft?		Sales Person: <input type="text" value="FM"/> FM	
		AR Specialist: <input type="text"/>	
		<b>Other Options</b> <input checked="" type="checkbox"/> Revaluation Flag <input checked="" type="checkbox"/> Available for Netting	

[Split](#) [Add A Conversation](#)

[OK](#) [Cancel](#) [Apply](#)

To navigate directly to this page use the following navigation:

Accounts Receivable> Customer Accounts> Item Information> View/Update Item Details

For detailed instructions for this component page see View/Update Item Details.

### Click on Item Activity tab

Item Activity page is displayed

Favorites Main Menu > Accounts Receivable > Customer Accounts > Item Information > View/Update Item Details

Detail 1 Detail 2 Detail 3 **Item Activity** Item Accounting Entries Item Audit History

Unit: 01110 Customer: [ST001](#) Agency of Administration  
Item ID: FY11 VISION DEVELOPMENT Line: Days Late: 15 Status: Closed

Balance: 0.00 USD

Item Activities [Find](#) | [View All](#) First 1-2 of 2 Last

Sequence: 1	Accounting Date: 03/14/2011	Posted Date: 03/15/2011
Entry Type: WR Reason: WIRE	Worksheet Reason:	Voucher ID:
Document:	Amount: 414.00 USD	
Group Unit: 01110 Group ID: <a href="#">2254</a>	Billing	

---

Sequence: 2	Accounting Date: 03/29/2011	Posted Date: 03/29/2011
Entry Type: PY Reason:	Worksheet Reason:	Voucher ID:
Document:	Amount: -414.00 USD	
Group Unit: 01110 Group ID: <a href="#">2316</a>	Payment	
Deposit Unit: 01110 Deposit ID: 000317	Payment ID: <a href="#">VISION.DEVELOPE</a>	

### Payment

- Displays the most recent payment for the customer, the payment date, and amount. Click hyperlink to view a list of items paid by the payment.

[Favorites](#) | [Main Menu](#) | [File](#) > [Receivables Update](#) > [Posting Results-Payments](#) > [Item Activity From Payment](#)

---

**Item Activity From A Payment**

---

**Deposit Unit:** 01110      **Deposit ID:** 000317      **Group ID:** 2313

---

**Acctg Date:** 03/29/2011      **Posted Date:** 03/29/2011

**Payment ID:** VISION DEVELOPE      **Payment Amount:** -14,560.00      USD

---

\*Display Amount Switch: Payment Amount

**Item Activity**      [Customize](#) | [Find](#) | [View All](#) | [Print](#) | [Grid](#)      First 1 of 1 Last

[Activity 1](#)   [Activity 2](#)   [PDF](#)

Unit	Customer	Name	Item ID	Line	Type	Reason	Payment ID	Payment Amount	Currency
01110	ST056	Vt Veterans Home	VISION DEVELOPMENT		PY		VISION DEVELOPE	-14,560.00	USD

---

**Total:** 1      **Total Amount:** -14,560.00      **Currency:** USD

---

[Return to Search](#)   [Previous in List](#)   [Next in List](#)   [Notify](#)

To navigate directly to this page use the following navigation:  
 Accounts Receivable> Customer Accounts> Item Information> Item Activity  
 From a Payment

## CUSTOMER ACCOUNT OVERVIEW IS COMPLETE

# Customer Activity

**Possible situations when this function is used:** To view customer activity for a specific customer and date range. The system sorts the activities in the Item Activity 1 grid by business unit, customer ID, accounting date, and entry type. Depending on what information you are looking for determines which Activity tab you would view.

**Navigation:** Accounts Receivable > Customer Accounts > Customer Information > Customer Activity

Customer Information page displays select Customer Activity.

Favorites > Main Menu > Accounts Receivable > Customer Accounts > Customer Information > Customer Activity

Item Activity Direct Journal

SetID: 01110 Unit: 01110 Customer: ST001 Level: N Search

Acctg Date From: 07/01/2001 Acctg Date To: 10/24/11

[Item Activity](#) | [Direct Journal](#)

## Item Activity

### SetID

- Enter valid value **or**
- Select value

### Unit

- Enter valid value **or**
- Select value

### Customer

- Enter valid value **or**
- Select value

### Acctg Date From

- Enter from date

### Acctg Date To

- Enter To date

### Click Search Button

[Favorites](#) | [Main Menu](#) > [Accounts Receivable](#) > [Customer Accounts](#) > [Customer Information](#) > [Customer Activity](#)

**Item Activity** | **Direct Journal**

SetID:  Unit:  Customer:  Level:

Acctg Date From:  Acctg Date To:

Activity 1	Activity 2	Activity 3	Activity 4	Activity 5	Activity 6	Item ID	Line	Entry Type	Entry Reason	Entry Amount	Entry Currency	Unit
06/28/2002						1	0	PY		-923.00	USD	01110
06/28/2002						1	0	WR	WIRE	923.00	USD	01110
05/20/2003						HRMS/MSION DEV	1	WR	WIRE	929.00	USD	01110
08/29/2003						FY04 DEVELOPMENT	0	WR	WIRE	1819.00	USD	01110
09/12/2003						FY04 DEVELOPMENT	0	PY		-1819.00	USD	01110
09/12/2003						HRMS/MSION DEV	1	PY		-929.00	USD	01110
10/31/2004						FY05 DEVELOPMENT	1	WR	WIRE	711.00	USD	01110
11/22/2004						FY05 DEVELOPMENT	1	PY		-711.00	USD	01110
08/03/2005						ADMIN063005	0	WR	WIRE	695.55	USD	01110
08/09/2005						ADMIN063005#2	0	CR	CRED	-695.55	USD	01110

Component page is displayed on Item Activity tab. Item Activity portion of page the Activity 1 tab is displayed.

Activity 1 and 2 tabs allow you to drill down further by clicking on the hyperlinks under the ItemID Column.

To navigate directly to this page use the following navigation:

Accounts Receivable> Customer Accounts> Item Information> View/Update Item Details

[Favorites](#) | [Main Menu](#) > [Accounts Receivable](#) > [Customer Accounts](#) > [Customer Information](#) > [Customer Activity](#)

**Detail 1** | **Detail 2** | **Detail 3** | **Item Activity** | **Item Accounting Entries** | **Item Audit History**

Unit: 01110 Customer: [ST001](#) Agency of Administration  
 Item ID: FY04 DEVELOPMENT Line: Days Late: 14 Status: Closed

Accounting Date: 08/29/2003 Entry Type: WR Billing Unit:  
 Balance: 0.00 USD Entry Reason: WIRE Original Amount: 1,819.00 USD  
 AR Distribution Code: WR-AR

Discount Options	Customer Relations
Due Date: <input type="text" value="08/29/2003"/> Due Days: <input type="text"/> Terms: <input type="text" value="DUR"/> Discount Days: <input type="text"/> Discount Amount: <input type="text"/> Date: <input type="text"/> Discount Amount 1: <input type="text"/> Date 1: <input type="text"/> <input type="checkbox"/> Always Allow Discount As Of Date: <input type="text" value="08/29/2003"/> Posted: <input type="text" value="09/12/2003"/>	<input type="checkbox"/> Dispute Reason: <input type="text"/> Date: <input type="text"/> Dispute Amount: <input type="text"/> <input type="checkbox"/> Deduction Reason: <input type="text"/> Date: <input type="text"/> <input type="checkbox"/> Doubtful <input type="checkbox"/> Collection Code: <input type="text"/> Date: <input type="text"/> Analyst: <input type="text" value="FM"/> FM Collector: <input type="text" value="FM"/> Agency of Administration, Accounting Sales Person: <input type="text" value="FM"/> FM AR Specialist: <input type="text"/>

**Payment/Draft Options**  
 Payment Method:   
 Draft Type:  ☐ Preapproved?  
☐ Create Document?  
 Direct Debit Profile ID:  ☐ One Item per Draft?

**Other Options**  
☐ Revaluation Flag ☒ Available for Netting

[Split](#) [Add A Conversation](#)

Clicking the Cancel or OK button takes you back to Item Activity page.

Accounts Receivable Processing

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Revised May 2012

Item Activity page is displayed.

[Favorites](#) | [Main Menu](#) > [Accounts Receivable](#) > [Customer Accounts](#) > [Customer Information](#) > [Customer Activity](#)

[Item Activity](#) | [Direct Journal](#)

SetID:  Unit:  Customer:  Level:  [Search](#)

Acctg Date From:  Acctg Date To:

Item Activity

[Activity 1](#) | [Activity 2](#) | [Activity 3](#) | [Activity 4](#) | [Activity 5](#) | [Activity 6](#) | [Item](#)

[Customize](#) | [Find](#) | [View All](#) | [First](#) | [1-28 of 28](#) | [Last](#)

Acctg Date	Item ID	Line	Entry Type	Entry Reason	Entry Amount	Entry Currency	Unit
06/28/2002	<a href="#">1</a>	0	PY		-923.00	USD	01110
06/28/2002	<a href="#">1</a>	0	WR	WIRE	923.00	USD	01110
05/20/2003	<a href="#">HRMS/VISION DEV</a>	1	WR	WIRE	929.00	USD	01110
08/29/2003	<a href="#">FY04 DEVELOPMENT</a>	0	WR	WIRE	1819.00	USD	01110
09/12/2003	<a href="#">FY04 DEVELOPMENT</a>	0	PY		-1819.00	USD	01110
09/12/2003	<a href="#">HRMS/VISION DEV</a>	1	PY		-929.00	USD	01110
10/31/2004	<a href="#">FY05 DEVELOPMENT</a>	1	WR	WIRE	711.00	USD	01110
11/22/2004	<a href="#">FY05 DEVELOPMENT</a>	1	PY		-711.00	USD	01110
08/03/2005	<a href="#">ADMIN063005</a>	0	WR	WIRE	695.55	USD	01110
08/09/2005	<a href="#">ADMIN063005#2</a>	0	CR	CRED	-695.55	USD	01110

Click on Activity 2 tab

Activity 2 page displays

[Favorites](#) | [Main Menu](#) > [Accounts Receivable](#) > [Customer Accounts](#) > [Customer Information](#) > [Customer Activity](#)

[Item Activity](#) | [Direct Journal](#)

SetID:  Unit:  Customer:  Level:  [Search](#)

Acctg Date From:  Acctg Date To:

Item Activity

[Activity 1](#) | [Activity 2](#) | [Activity 3](#) | [Activity 4](#) | [Activity 5](#) | [Activity 6](#) | [Item](#)

[Customize](#) | [Find](#) | [View All](#) | [First](#) | [1-28 of 28](#) | [Last](#)

Acctg Date	Item ID	Customer	Activities	Posted Date	As Of Date	Group Type	Origin ID	Group Unit	Group ID	Sub Group ID
06/28/2002	<a href="#">1</a>	ST001	2	07/02/2002	06/28/2002	P	PS_AR	01110	95	
06/28/2002	<a href="#">1</a>	ST001	1	07/02/2002	06/28/2002	B	WIRE	01110	3	
05/20/2003	<a href="#">HRMS/VISION DEV</a>	ST001	1	05/21/2003	05/20/2003	B	WIRE	01110	187	
08/29/2003	<a href="#">FY04 DEVELOPMENT</a>	ST001	1	08/29/2003	08/29/2003	B	WIRE	01110	299	
09/12/2003	<a href="#">FY04 DEVELOPMENT</a>	ST001	2	09/12/2003	09/12/2003	P	PS_AR	01110	332	

This page displays more information/columns. Depending on the information you are looking for determines which tab you would use.

Activity 2 tab allows you to drill down by clicking on the hyperlinks under the ItemID Column.

To navigate directly to this page use the following navigation:

Accounts Receivable> Customer Accounts> Item Information> View/Update  
Item Details

### **Activity 3 - 6**

Pages have various columns that display. All Activity tabs consist of the Item Id column that you can drill down to component page Navigations:

Accounts Receivable> Customer Accounts> Item Information> View/Update  
Item Details

**CUSTOMER ACTIVITY IS COMPLETE**

## Review Customer Payments

**Possible situations when this function is used:** View customer payments at a high or low level of detail by date range.

**Navigation:** Accounts Receivable > Customer Accounts > Customer Information > Payments

Customer Payments page is displayed.

The screenshot shows the 'Customer Payments' page. At the top is a breadcrumb trail: Favorites | Main Menu > Accounts Receivable > Customer Accounts > Customer Information > Payments. Below this is a header bar with the title 'Customer Payments'. The main form area contains several input fields: 'SetID:' with the value '01110' and a magnifying glass icon; 'Unit:' with the value '01110' and a magnifying glass icon; 'Customer:' with the value 'ST001' and a magnifying glass icon, followed by a blue link 'Agency of Administration'; and a yellow 'Search' button. Below these fields is a blue link 'Add A Conversation'. At the bottom of the form are two date fields: 'From Date:' with the value '07/02/2008' and 'To Date:' with the value '10/27/2011'.

### SetID

- Enter valid value **or**
- Select value

### Unit

- Enter valid value **or**
- Select value

### Customer

- Enter valid value **or**
- Select value

### From Date

- Enter from date

### To Date

- Enter To date

### Click Search Button



[Favorites](#) | [Main Menu](#) > [Accounts Receivable](#) > [Customer Accounts](#) > [Customer Information](#) > [Payments](#)

---

**Customer Payments**

---

**SetID:** 
**Unit:** 
**Customer:**  [Agency of Administration](#)

[Add A Conversation](#)

---

**From Date:** 
**To Date:**

---

**Past Due:** 0.00 USD
 **Balance:** 0.00 USD

**\*Display Amount Switch:**

Payment Details								
		Unit	Deposit ID	Seg	Payment ID	Acctg Date	Entry Amount	Currency
1		01110	000317	4	VISION DEVELOPE	03/29/2011	-414.00	USD
2		01110	000294	3	VISION DEVELOPM	12/31/2009	-332.00	USD
3		01110	000255	1	01100/ 1119	10/08/2008	-267.00	USD

Totals			
<b>Payment Count:</b>	3	<b>Total:</b>	-1,013.00 USD

Click on opens a new page and shows you payment information

Item Activity From a Payment page is displayed

Navigation: Favorites | Main Menu | Receivable > Customer Accounts > Item Information > Item Activity From a Payment

---

**Item Activity From A Payment**

---

**Deposit Unit:** 01110      **Deposit ID:** 000294      **Group ID:** 1777

---

**Acctg Date:** 12/31/2009      **Posted Date:** 12/31/2009

**Payment ID:** VISION DEVELOPM      **Payment Amount:** -74,210.00      **Currency:** USD

---

\*Display Amount Switch: Payment Amount

**Item Activity** Customize | Find | View All | [Grid Icon] | [Print Icon] First 1 of 1 Last

Activity 1 | Activity 2 | [Filter Icon]

Unit	Customer	Name	Item ID	Line	Type	Reason	Payment ID	Payment Amount	Currency
01110	ST054	Corrections	VISION DEVELOPMENT		PY		VISION DEVELOPM	-74,210.00	USD

---

**Total:** 1      **Total Amount:** -74,210.00      **Currency:** USD

---

Save Return to Search Previous in List Next in List Notify

To navigate directly to this page use the following navigation:

Accounts Receivable> Customer Accounts> Item Information> Item Activity From a Payment

**CUSTOMER PAYMENT IS COMPLETE**

## Review Customer Aging

**Possible situations when this function is used:** View aged accounts. You must run the Aging process to view information on this page.

**Navigation:** Accounts Receivable > Customer Accounts > Customer Information > Customer Aging

Aging page is displayed.

Favorites | Main Menu > Accounts Receivable > Customer Accounts > Customer Information > Customer Aging

Aging

SetID: 01110 Unit: 01110 Customer: st001 \*Level: N Search

### SetID

- Enter valid value **or**
- Select value

### Unit

- Enter valid value **or**
- Select value

### Customer

- Enter valid value **or**
- Select value

**Click Search Button**

Aging page is displayed

Favorites | Main Menu > Accounts Receivable > Customer Accounts > Customer Information > Customer Aging

Aging

SetID: 01110 Unit: 01110 Customer: ST001 Agency of Administration \*Level: N Search

[Add A Conversation](#)

Aging Information			
Aged Date:	01/10/2006	New Balance	

Customer Balances			
Balance:	0.00 USD	High Balance:	2,748.00 Balance Date: 08/29/2003
Past Due:	0.00 USD	High Past Due:	929.00 Past Due Date: 09/03/2003

Customer Aging			
Aging ID	Amount	Currency	Aging Count

## Click on Past Due hyperlink

Item List page is displayed

Item List | Advanced Search

SetID: 01110 Unit: 01110 Customer: ST001 Agency of Administration \*Level: N Search Advanced Search

\*Status: Past Due Add A Conversation

Row Selection Range: GO Select All Deselect All

Item Action Select Action... GO

Search Result Totals

Debits:  
Credits:  
Total:  
Selected: Selected Amount: Selected Currency:

Cancel Refresh

Item List | Advanced Search

This customer does not have any outstanding data. If this customer did have aged data it would appear on this page.

To navigate directly to this page use the following navigation:

Accounts Receivable> Customer Accounts> Item Information> Item List

To run the Aging Process, see detail instructions listed in table of contents.

**Click the Cancel button to return to Aging Page or Click the Refresh Button if any of the field selections are changed.**

## REVIEW CUSTOMER AGING IS COMPLETE

## Review Customer History

**Possible situations when this function is used:** View both user-defined history and system-defined history. The system stores customer history based on the fiscal years and periods.

**Navigation:** Accounts Receivable > Customer Accounts > Customer Information > Customer History

History page is displayed.

Favorites > Main Menu > Accounts Receivable > Customer Accounts > Customer Information > Customer History

History History Chart

SetID: 01110 Unit: 01110 Customer: ST001 Agency of Administration Search

[Add A Conversation](#)

History ID: \*History: All

### SetID

- Enter valid value **or**
- Select value

### Unit

- Enter valid value **or**
- Select value

### Customer

- Enter valid value **or**
- Select value

### History ID

- Leave as blank (not currently used by SOV)

### History

- Select value
  - All **or**
  - Most Recent

### Click Search Button

History page is displayed

Favorites Main Menu > Accounts Receivable > Customer Accounts > Customer Information > Customer History

History History Chart

SetID: 01110 Unit: 01110 Customer: ST001 Agency of Administration Search

[Add A Conversation](#)

History ID: \*History: All

Balance: 0.00 USD Aged: 01/10/2006  
Past Due: 0.00 USD Posted: 03/29/2011

Customer History				Customize	Find	View All	First	1-4 of 4	Last
Year	Period	History ID	Description	Amount	Currency	Count			
2004	3	CURRENTDUE	Current Due	1,819.00	USD	1			
2004	3	HI_CURRENT	High Current Balance	1,819.00	USD	1			
2004	3	HI_PAST	High Past Due	929.00	USD	1			
2004	3	PASTDUE	Past Due	929.00	USD	1			

By clicking on any of the hyperlinks will allow you to drill down to a new page.

**CUSTOMER HISTORY IS COMPLETE**

## Review Customer Pending Items

**Possible situations when this function is used:** View information about pending items for all maintenance and billing.

**Navigation:** Accounts Receivable> Customer Accounts> Customer Information> Customer Pending Items


Outstanding Customer Items page is displayed.

Favorites | Main Menu > Accounts Receivable > Customer Accounts > Customer Information > Customer Pending Items


**Outstanding Customer Items**

SetID:  Unit:  Customer:


### SetID

- Enter valid value **or**
- Select value 

### Unit

- Enter valid value **or**
- Select value 

### Customer

- Enter valid value **or**
- Select value 

**Click Search Button**

Outstanding Customer Items page is displayed

Favorites | Main Menu > Accounts Receivable > Customer Accounts > Customer Information > Customer Pending Items

**Outstanding Customer Items**

SetID:  Unit:  Customer:  [Agency of Administration](#)

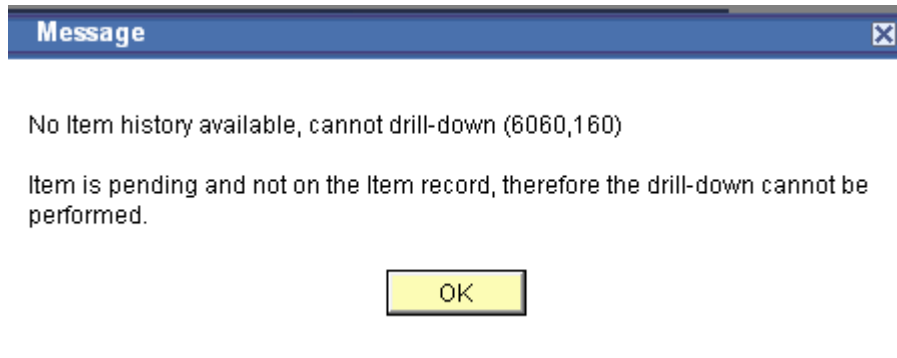
[Add A Conversation](#)

Balance: 0.00 USD Last Posted Amount: 414.00 USD  
Past Due: 0.00 USD Last Posted Item: FY11 VISION 03/14/2011  
DEVELOPMENT  
\*Display Amount Switch: Entry

Outstanding Items							
	Unit	Group ID	Item ID	Entry Type	Reason	Accto Date	Amount
1			<a href="#">Show Item Detail</a>				

Totals  
Total Items: 0

**By clicking on any of the hyperlinks will allow you to drill down to a new page. For this example click the Show Item Detail hyperlink.**



This particular customer has no outstanding items.

**Click Ok**

**REVIEW CUSTOMER PENDING ITEMS IS COMPLETE**

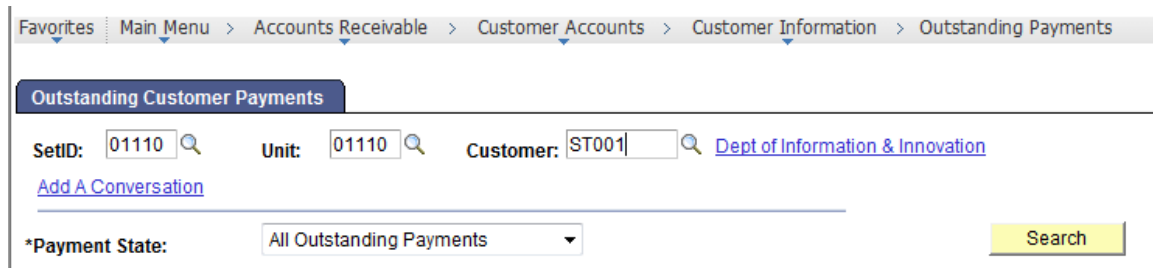


## Review Outstanding Payments

**Possible situations when this function is used:** View payments received, their identification, and their status in the processing cycle.


**Navigation:** Accounts Receivable> Customer Accounts> Customer Information> Outstanding Payments

Outstanding Customer Payments page is displayed.




The screenshot shows the 'Outstanding Customer Payments' page. At the top is a breadcrumb trail: Favorites > Main Menu > Accounts Receivable > Customer Accounts > Customer Information > Outstanding Payments. Below this is a header bar with the title 'Outstanding Customer Payments'. The main form area contains three input fields: 'SetID:' with the value '01110', 'Unit:' with the value '01110', and 'Customer:' with the value 'ST001'. Each field has a magnifying glass icon to its right. To the right of the 'Customer:' field is a link that says 'Dept of Information & Innovation'. Below these fields is a link that says 'Add A Conversation'. At the bottom of the form is a dropdown menu labeled '\*Payment State:' with the selected option 'All Outstanding Payments'. To the right of the dropdown is a yellow 'Search' button.


### SetID

- Enter valid value **or**
- Select value 

### Unit

- Enter valid value **or**
- Select value 

### Customer

- Enter valid value **or**
- Select value 

### Payment State

- Select valid Value 
  - All Outstanding payments
  - Payments In Process Only
  - Unapplied Payments Only

### Click Search Button

Outstanding Customer Payments page is displayed

Favorites : Main Menu > Accounts Receivable > Customer Accounts > Customer Information > Outstanding Payments

**Outstanding Customer Payments**

SetID: 01110 Unit: 01110 Customer: ST001 Agency of Administration

[Add A Conversation](#)

\*Payment State: All Outstanding Payments Search

Balance: 0.00 USD Last Posted Amount: 414.00 USD  
 Past Due: 0.00 USD Last Posted Payment: VISION DEVELOPE Date: 03/29/2011

\*Display Amount Switch: Entry

Unit	Deposit ID	Payment ID	Status	Acctg Date	Amount	Currency
1						

**Totals**

Total Payments: 0 Amount: 0.000

Click on Balance hyperlink

Favorites : Main Menu > Accounts Receivable > Customer Accounts > Customer Information > Outstanding Payments

**Item List** [Advanced Search](#)

SetID: 01110 Unit: 01110 Customer: ST001 Agency of Administration \*Level: N Search [Advanced Search](#)

\*Status: Open [Add A Conversation](#)

**Row Selection** Range: GO Select All Deselect All

**Item Action** Select Action... GO

**Search Result Totals**

Debits:  
Credits:  
Total:  
Selected: Selected Amount: Selected Currency:

Cancel

Click the Cancel button to return to Outstanding Payments or Click the Refresh Button if any of the field selections are changed.

To navigate directly to this page use the following navigation:

Accounts Receivable> Customer Accounts> Item Information> Item List

## REVIEW OUTSTANDING PAYMENTS IS COMPLETE

# Review Payment History

**Possible situations when this function is used:** View payment history and balance information.

**Navigation:** Accounts Receivable > Customer Accounts > Customer Information > Payment History

Customer Payment History page is displayed.

Favorites | Main Menu > Accounts Receivable > Customer Accounts > Customer Information > Payment History

**Customer Payment History**

SetID:  Unit:  Customer:  [Agency of Administration](#)

## SetID

- Enter valid value **or**
- Select value

## Unit

- Enter valid value **or**
- Select value

## Customer

- Enter valid value **or**
- Select value

## Click Search Button

Customer Payment History page is displayed

Favorites | Main Menu > Accounts Receivable > Customer Accounts > Customer Information > Payment History

**Customer Payment History**

SetID:  Unit:  Customer:  [Agency of Administration](#)

[Add A Conversation](#)

Customer Information			
<a href="#">Customer ID Numbers</a>		Year-to-date Sales:	0.00 USD
<a href="#">Credit Limit:</a>	0.000	Date:	Last Year Sales: 0.00 USD
<a href="#">Balance:</a>	0.00	USD	High Balance: 2,748.00 USD
<a href="#">Past Due:</a>	0.00	USD	High Past Due: 929.00
			Balance Date: 08/29/2003
			Past Due Date: 09/03/2003

Payment Performance			
Fiscal Year	Period	Weighted Average Days	Amount
		0.000	0.000

Totals			
Overall Weighted Average Days:	0.00	Basis:	0.000

## Click on Balance hyperlink

Favorites | Main Menu > Accounts Receivable > Customer Accounts > Customer Information > Payment History

Item List | **Advanced Search**

SetID: 01110 Unit: 01110 Customer: ST001 Agency of Administration \*Level: N Search Advanced Search

\*Status: Open Add A Conversation

Row Selection	Item Action
Range: GO Select All Deselect All	Select Action... GO

Search Result Totals

Debits:	
Credits:	
Total:	
Selected:	Selected Amount: Selected Currency:

Cancel Refresh

Item List | [Advanced Search](#)

**Click the Cancel button to return to Customer Payment History Page or  
Click the Refresh Button if any of the field selections are changed.**

To navigate directly to this page use the following navigation:

Accounts Receivable> Customer Accounts> Item Information> Item List

## CUSTOMER PAYMENT HISTORY IS COMPLETE

## Report - Payment History By Vendor

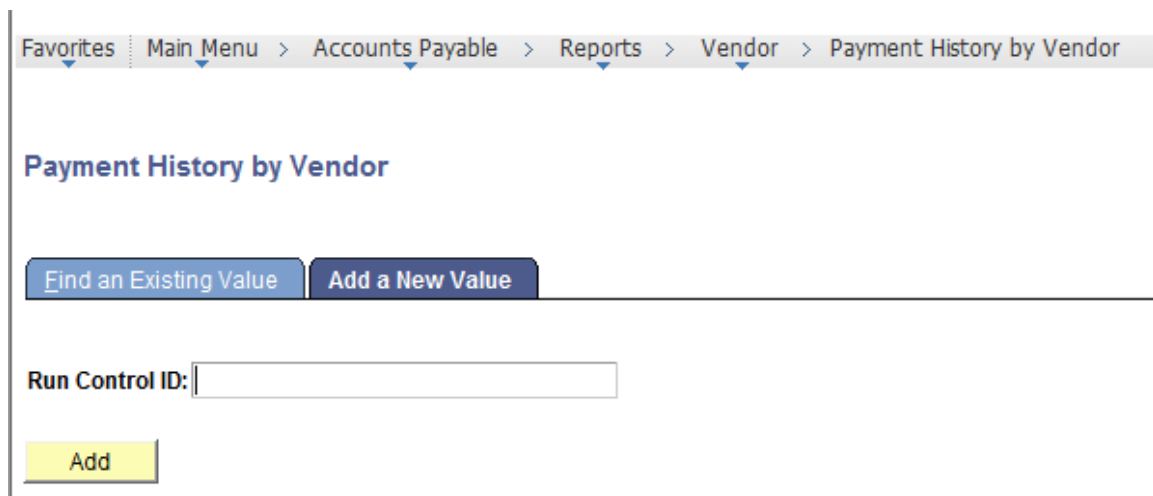
**Possible situations when this function is used:** This report provides a register of payments for a vendor. Using the Print Options on the Payment History by Vendor page, you can generate either a Detail, or a Summary version of this report. Report type is crystal. Instructions to run this report are also found on the Finance and Management Web Site under Training & Reference Material> VISION Manuals & User Reference Material> Reporting Manual> Accounts Payable> Detailed(Summary) Payment History by Vendor or follow the navigation below:

**Navigation:** Accounts Payable> Reports> Vendor> Payment History by Vendor

Payment History by Vendor page Find an Existing Value page is displayed.

**Click Add a New Value Tab.**

Add a New Value page is displayed.



The screenshot shows the 'Payment History by Vendor' report page. At the top is a breadcrumb navigation bar: 'Favorites | Main Menu > Accounts Payable > Reports > Vendor > Payment History by Vendor'. Below this, the title 'Payment History by Vendor' is displayed. There are two buttons: 'Find an Existing Value' and 'Add a New Value'. Below the buttons is a text input field labeled 'Run Control ID:'. At the bottom left, there is a yellow 'Add' button.

**Enter a run Control ID Example: Payment\_History\_By\_Vendor**

**Click the Add button**

Payment History by Vendor page is displayed

Navigation: Favorites | Main Menu > Accounts Payable > Reports > Vendor > Payment History by Vendor

### Payment History by Vendor

Run Control ID: Paymen\_History\_By\_Vendor      [Report Manager](#)    [Process Monitor](#)    [Run](#)

Language: English

**Report Request Parameters**

**Date Range**

From Date: 07/01/2009

Through Date: 10/27/2011

**Print Options**

\*Detail or Summary: Summary

**Selection**

Find | View All    First 1 of 1 Last

\*Remit SetID

STATE

\*Remit Vendor

0000075693

VISION/HR Development

[Save](#)    [Return to Search](#)    [Notify](#)

[Add](#)    [Update/Display](#)

#### Date Range

- From Date:
- Through Date:

#### Print Options

- Select option Detail or Summary

#### Selection

- Remit Setid – defaults as STATE accept default
- Remit Vendor – enter appropriate vendor

#### Click on the Run Button

Process Scheduler Request page is displayed.

Favorites | Main Menu > Accounts Payable > Reports > Vendor > Payment History by Vendor

### Process Scheduler Request

User ID: TJARVIS Run Control ID: Paymen\_History\_By\_Vendor

Server Name: Run Date: 10/27/2011  
 Recurrence: Run Time: 12:26:21PM [Reset to Current Date/Time](#)  
 Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Payment History By Vendor	APY2000-	Crystal	Web	PDF	<a href="#">Distribution</a>

[OK](#) [Cancel](#)

Click Ok button

Payment History by Vendor page is displayed.

Favorites | Main Menu > Accounts Payable > Reports > Vendor > Payment History by Vendor

### Payment History by Vendor

Run Control ID: Paymen\_History\_By\_Vendor [Report Manager](#) [Process Monitor](#) [Run](#)  
 Language: English

**Report Request Parameters**

Date Range	Print Options
From Date: 07/01/2009 Through Date: 10/27/2011	*Detail or Summary: Summary

**Selection** Find | View All First 1 of 1 Last

*Remit SetID	*Remit Vendor	
STATE	0000075693	VISION/HR Development

Click on the Report Manager link

Click on the Administration tab.

Favorites Main Menu > Accounts Payable > Reports > Vendor > Payment History by Vendor

List Explorer **Administration** Archives

View Reports For

User ID: TJARVIS Type: Last 1 Days Refresh

Status: Folder: Instance: to:

Report List Customize Find View All First 1-2 of 2 Last

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	1025857	5506723	<a href="#">Payment History By Vendor</a>	10/27/2011 12:26:31PM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>

Click the refresh button till Status is Posted.

Click on description link to get report

Report ID: AP12860

Payment Summary: UNO

Bank Account: FINCP 802-223-2241

Payment History by Vendor

Payment Ref	Date	Amount	Status	Vendor	Pay Cycle	Seq	Payment Amount	Document Sequence
000290	Dec/04/2009	RE	Paid	VISION HR Development Attn: Kim Pearson/FINCP3 100 State St 4th Fl Montpelier VT 05602-6001 United States	VENDOR	2,187	34,150.00 USD	
000291	Dec/07/2009	RE	Paid	VISION HR Development Attn: Kim Pearson/FINCP3 100 State St 4th Fl Montpelier VT 05602-6001 United States	VENDOR	2,188	7,411.00 USD	
000292	Dec/09/2009	RE	Paid	VISION HR Development Attn: Kim Pearson/FINCP3 100 State St 4th Fl Montpelier VT 05602-6001 United States	VENDOR	2,189	1,349,777.00 USD	
000293	Dec/09/2009	RE	Paid	VISION HR Development Attn: Kim Pearson/FINCP3 100 State St 4th Fl Montpelier VT 05602-6001 United States	VENDOR	2,190	622,563.00 USD	
000294	Dec/09/2009	RE	Paid	VISION HR Development Attn: Kim Pearson/FINCP3 100 State St 4th Fl Montpelier VT 05602-6001 United States	VENDOR	2,191	262,768.00 USD	

To print report click on the print icon

**PAYMENT HISTORY BY VENDOR REPORT IS COMPLETE.**



## Report Pending Item by Entry Date

**Possible situations when this function is used:** The Pending Item by Entry Date is an SQR report that can be run at any time. It will list all pending groups and maintenance worksheets entered for the date criteria for each day.

**Navigation:** Accounts Receivable > Pending Items > Reports > Pending Item by Entry Date

The Pending Item by Entry Date page opens.

**Click the Add A New Value Tab.**



Favorites > Main Menu > Accounts Receivable > Pending Items > Reports > Pending Item by Entry Date

Pending Item By Entry Date

Find an Existing Value Add a New Value

Run Control ID:

Add

### Enter Run Control ID

- Enter the appropriate Run Control ID – run controls are operator specific. When creating a run control you use the underscore key to indicate a space between words.
- Ex: Pending\_Item\_By\_Entry\_Date

**Click the Add button**

The Entry Date Parameters page displays.

Navigation: Favorites | Main Menu > Accounts Receivable > Pending Items > Reports > Pending Item by Entry Date

**Entry Date Parameters**

Run Control ID: Pending\_Item\_By\_Entry\_Date      [Report Manager](#)      [Process Monitor](#)      **Run**

Language: English

**Report Request Parameters**

From Date: 07/1/2008 [31]  
To Date: 10/27/2011 [31]  
Unit: 01110 [?] Finance & Management  
User ID: [?]  
Amount Type: Base Curr [v] ☐ Separate DR/CR Amount Fields  
Customer ID: [?]  
Group ID: [?]  
☒ Posted

Buttons: Save, Notify, Add, Update/Display

- **From Date** - Enter appropriate From Date for the report
- **To Date** - Enter appropriate To Date for the report
- **Unit** – accept default or change to appropriate Business Unit
- **User ID** – Blank for all or enter a specific Operator ID
- **Amount Type** – Base Curr accept default
- **Customer ID** – Leave blank for all OR enter Customer ID to create report for just one customer
- **Group ID** – Blank or enter a valid group number for just one group
- **Posted** – Selected defaults – uncheck if needed.
- **Separate DR/CR Amount Fields** –If you want to separate DR/CR

Click the yellow Run Button

The Process Scheduler Request page opens.

Favorites | Main Menu > Accounts Receivable > Pending Items > Reports > Pending Item by Entry Date

### Process Scheduler Request

User ID: TJARVIS      Run Control ID: Pending\_Item\_By\_Entry\_Date

Server Name:       Run Date: 10/27/2011

Recurrence:       Run Time: 12:33:54PM     

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Pending Item by Entry Date	AR11002	SQR Report	Web	PDF	<a href="#">Distribution</a>

Click OK

Favorites | Main Menu > Accounts Receivable > Pending Items > Reports > Pending Item by Entry Date

### Entry Date Parameters

Run Control ID: Pending\_Item\_By\_Entry\_Date      [Report Manager](#)      [Process Monitor](#)     

Language: English      Process Instance: 5506724

Report Request Parameters	
From Date:	07/01/2008 <input type="button" value="31"/>
To Date:	10/27/2011 <input type="button" value="31"/>
Unit:	01110 <input type="button" value="Q"/> Finance & Management
User ID:	<input type="text"/> <input type="button" value="Q"/>
Amount Type:	Base Curr <input type="button" value="Q"/> <input type="checkbox"/> Separate DR/CR Amount Fields
Customer ID:	<input type="text"/> <input type="button" value="Q"/>
Group ID:	<input type="text"/> <input type="button" value="Q"/>
<input checked="" type="checkbox"/> Posted	

You are returned to the Entry Date Parameters page.

Click on the link for the Process Monitor (top right)

The Process List page opens.

Process List

View Process Request For

User ID: TJARVIS Type: Last 5 Days Refresh

Server: Name: Instance: to

Run Status: Distribution Status: Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	5506724		SQR Report	AR11002	TJARVIS	10/27/2011 12:33:54PM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	5506723		Crystal	APY2000-	TJARVIS	10/27/2011 12:26:21PM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	5506722		Crystal	APY2000-	TJARVIS	10/27/2011 12:23:16PM EDT	Success	Posted	<a href="#">Details</a>

Go back to Pending Item By Entry Date

Save Notify

Click on the yellow **Refresh** button until Run Status = Success and Distribution Status = Posted.

Click on the [Go back to Pending Item By Entry Date](#) link (bottom left)

You are returned to the Entry Date Parameters page.

Entry Date Parameters

Run Control ID: Pending\_Item\_By\_Entry\_Date Report Manager Process Monitor Run

Language: English

Report Request Parameters

From Date: 07/01/2008 To Date: 10/27/2011

Unit: 01110 Finance & Management

User ID:

Amount Type: Base Curr Separate DR/CR Amount Fields

Customer ID:

Group ID:

☒ Posted

Save Return to Search Notify Add Update/Display

Click on the **Report Manager** link (top middle)

Click on the Administration tab.

Administration page displays.

Navigation: Favorites | Main Menu > Accounts Receivable > Pending Items > Reports > Pending Item by Entry Date

Buttons: List | Explorer | **Administration** | Archives

View Reports For

User ID:  Type:   Days

Status:  Folder:  Instance:  to:

Report List

Select	Report ID	Prs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	1025858	5506724	<a href="#">Pending Item by Entry Date</a>	10/27/2011 12:34:38PM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>

Click on the link for the appropriate report.

https://intraining.peoplesoft.state.vt.us/psreports/TRAINING/1025858/ar11002\_5506724.PDF - Windows Internet Explorer

File Edit Go To Favorites Help

Windows Live Bing What's New Profile Mail Photos Calendar MSN Share

https://intraining.peoplesoft.state.vt.us/psreports/...

1 / 268 50% Find

PeopleSoft Receivables  
PENDING ITEM BY ENTRY DATE  
For 01-JUL-2008 through 27-OCT-2011

Page No. 1  
Run Date 10/27/2011  
Run Time 12:34:49

Entry Dt	GrpBU	Group ID	OSPID	Acctg Dt	BusIn	Customer ID	Name	Item Number	Ln	Entry Type	Reason	Post	Entered Amount
07/22/2008	01110	1307	VCTROBRI	07/22/2008	01110	ST033	AGR	AG043008	0	Wire	WIRE	YES	1,227.00 USD
07/22/2008	01110	1307	VCTROBRI	07/22/2008	01110	ST033	AG043008	0	Wire	WIRE	YES	YES	2,719.78 USD
07/22/2008	01110	1307	VCTROBRI	07/22/2008	01110	ST040	AG043008	0	Wire	WIRE	YES	YES	1,254.96 USD
07/22/2008	01110	1307	VCTROBRI	07/22/2008	01110	ST040	AG043008	0	Wire	WIRE	YES	YES	92,458.92 USD
07/22/2008	01110	1307	VCTROBRI	07/22/2008	01110	ST040	AG043008	0	Wire	WIRE	YES	YES	11,172.13 USD
07/22/2008	01110	1307	VCTROBRI	07/22/2008	01110	ST040	AG043008	0	Wire	WIRE	YES	YES	717.21 USD
07/22/2008	01110	1307	VCTROBRI	07/22/2008	01110	ST040	AG043008	0	Wire	WIRE	YES	YES	8,851.00 USD
07/22/2008	01110	1307	VCTROBRI	07/22/2008	01110	ST040	AG043008	0	Wire	WIRE	YES	YES	9,099.91 USD
07/22/2008	01110	1307	VCTROBRI	07/22/2008	01110	ST040	AG043008	0	Wire	WIRE	YES	YES	10,526.41 USD
07/22/2008	01110	1307	VCTROBRI	07/22/2008	01110	ST040	AG043008	0	Wire	WIRE	YES	YES	13,011.14 USD
07/22/2008	01110	1307	VCTROBRI	07/22/2008	01110	ST040	AG043008	0	Wire	WIRE	YES	YES	11,052.41 USD
07/22/2008	01110	1307	VCTROBRI	07/22/2008	01110	ST040	AG043008	0	Wire	WIRE	YES	YES	542.00 USD
07/22/2008	01110	1307	VCTROBRI	07/22/2008	01110	ST040	AG043008	0	Wire	WIRE	YES	YES	4,370.52 USD
07/22/2008	01110	1307	VCTROBRI	07/22/2008	01110	ST040	AG043008	0	Wire	WIRE	YES	YES	45,627.80 USD
07/22/2008	01110	1307	VCTROBRI	07/22/2008	01110	ST040	AG043008	0	Wire	WIRE	YES	YES	67.00 USD
07/22/2008	01110	1307	VCTROBRI	07/22/2008	01110	ST040	AG043008	0	Wire	WIRE	YES	YES	6,229.11 USD
07/22/2008	01110	1307	VCTROBRI	07/22/2008	01110	ST040	AG043008	0	Wire	WIRE	YES	YES	3,641.73 USD
07/22/2008	01110	1307	VCTROBRI	07/22/2008	01110	ST040	AG043008	0	Wire	WIRE	YES	YES	764.00 USD
07/22/2008	01110	1307	VCTROBRI	07/22/2008	01110	ST040	AG043008	0	Wire	WIRE	YES	YES	3,376.45 USD
07/22/2008	01110	1307	VCTROBRI	07/22/2008	01110	ST040	AG043008	0	Wire	WIRE	YES	YES	35,908.99 USD
07/22/2008	01110	1307	VCTROBRI	07/22/2008	01110	ST040	AG043008	0	Wire	WIRE	YES	YES	7,686.80 USD
07/22/2008	01110	1307	VCTROBRI	07/22/2008	01110	ST040	AG043008	0	Wire	WIRE	YES	YES	18,026.01 USD
07/22/2008	01110	1307	VCTROBRI	07/22/2008	01110	ST040	AG043008	0	Wire	WIRE	YES	YES	2,502.76 USD
07/22/2008	01110	1307	VCTROBRI	07/22/2008	01110	ST040	AG043008	0	Wire	WIRE	YES	YES	305.43 USD
07/22/2008	01110	1307	VCTROBRI	07/22/2008	01110	ST040	AG043008	0	Wire	WIRE	YES	YES	2,480.05 USD
07/22/2008	01110	1307	VCTROBRI	07/22/2008	01110	ST040	AG043008	0	Wire	WIRE	YES	YES	6,150.15 USD
07/22/2008	01110	1307	VCTROBRI	07/22/2008	01110	ST040	AG043008	0	Wire	WIRE	YES	YES	1,156.70 USD
07/22/2008	01110	1307	VCTROBRI	07/22/2008	01110	ST040	AG043008	0	Wire	WIRE	YES	YES	11,502.61 USD
07/22/2008	01110	1307	VCTROBRI	07/22/2008	01110	ST040	AG043008	0	Wire	WIRE	YES	YES	9,044.71 USD
07/22/2008	01110	1307	VCTROBRI	07/22/2008	01110	ST040	AG043008	0	Wire	WIRE	YES	YES	1,346.94 USD
07/22/2008	01110	1307	VCTROBRI	07/22/2008	01110	ST040	AG043008	0	Wire	WIRE	YES	YES	7,161.59 USD
TOTAL FOR 1307													289,875.24 USD
1308													
07/22/2008	01110	1308	VCTROBRI	07/22/2008	01110	ST003	PM	FAM043008	0	Payment	YES	YES	-764.00 USD
TOTAL FOR 1308													-764.00 USD
1309													
07/22/2008	01110	1309	VCTROBRI	07/22/2008	01110	ST007	Tax	TAX043008	0	Payment	YES	YES	-6,135.15 USD
TOTAL FOR 1309													-6,135.15 USD

Your report will open so that you can print it by clicking on the print icon (top left).

## PENDING ITEM BY ENTRY DATE REPORT IS COMPLETE

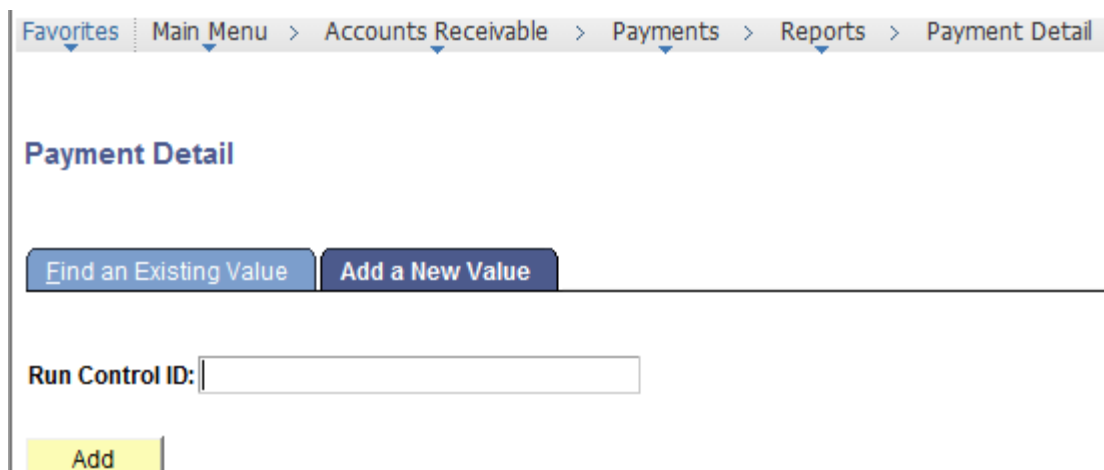
## Run the Payment Detail Report

**Possible situations when this function is used:** The Payment Detail Report is an SQR report that can be run at any time. It lists payment detail for deposits to customer's accounts.

**Navigation:** Accounts Receivable > Payments > Reports > Payment Detail

The Payment Detail page displays.

**Click the Add A New Value Tab.**



The screenshot shows the 'Payment Detail' report configuration page. At the top is a breadcrumb navigation bar: 'Favorites' (with a dropdown arrow), 'Main Menu' (with a dropdown arrow), '>', 'Accounts Receivable' (with a dropdown arrow), '>', 'Payments' (with a dropdown arrow), '>', 'Reports' (with a dropdown arrow), '>', and 'Payment Detail'. Below this is the title 'Payment Detail'. There are two tabs: 'Find an Existing Value' and 'Add a New Value', with the latter being selected. Below the tabs is a text input field labeled 'Run Control ID:'. At the bottom left is a yellow 'Add' button.

Example run control: PAYMENT\_DETAIL

### Enter Run Control ID

- Enter the appropriate Run Control ID

**Click the Add button**

The Payment Detail page displays.

Navigation: Favorites | Main Menu > Accounts Receivable > Payments > Reports > Payment Detail

---

**Payment Detail**

---

Run Control ID: PAYMENT\_DETAIL      [Report Manager](#)    [Process Monitor](#)    **Run**

Language: English

---

**Report Request Parameters**

From Date:	07/1/2008	
To Date:	10/27/2011	
Deposit Unit:	01110	Finance & Management
Amount Type:	Base Curr	▼
User ID:	<input type="text"/>	
Deposit ID:	<input type="text"/>	
Posting Status:	Not Posted ▼	

Save    Notify      Add    Update/Display

- **From Date** - Enter From Date
- **To Date** - Enter To Date
- **Deposit Unit** - Enter Business Unit
- **Amount Type** – Defaults as Base Curr, accept default
- **User ID** – Blank or enter valid value
- **Deposit ID** – Blank or enter a specific deposit (this field would be used to run report for one deposit).
- **Posting Status** – defaults as Not Posted choose appropriate status (All, Not Posted, Completely or Partial.)

**Click Run button**

The Process Scheduler Request page displays.

Favorites | Main Menu > Accounts Receivable > Payments > Reports > Payment Detail

### Process Scheduler Request

User ID: TJARVIS Run Control ID: PAYMENT\_DETAIL

Server Name: Run Date: 10/27/2011  
Recurrence: Run Time: 12:41:49PM [Reset to Current Date/Time](#)  
Time Zone: [Search](#)

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Payment Detail	AR20002	SQR Report	Web	PDF	<a href="#">Distribution</a>

[OK](#) [Cancel](#)

Payment Detail is already selected.

Click OK button.

You are returned to the Payment Detail page.

Favorites | Main Menu > Accounts Receivable > Payments > Reports > Payment Detail

### Payment Detail

Run Control ID: PAYMENT\_DETAIL [Report Manager](#) [Process Monitor](#) [Run](#)  
Language: English Process Instance: 5506725

Report Request Parameters	
From Date:	07/01/2008
To Date:	10/27/2011
Deposit Unit:	01110 Finance & Management
Amount Type:	Base Curr
User ID:	
Deposit ID:	
Posting Status:	Not Posted

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

Click on the link for the Process Monitor (top right)



The Process List page is displayed.

Favorites | Main Menu > Accounts Receivable > Payments > Reports > Payment Detail

**Process List** | **Server List**

**View Process Request For**

User ID:  Type:  Last  Days   
Server:  Name:  Instance:  to   
Run Status:  Distribution Status:  ☒ Save On Refresh

**Process List** Customize | Find | View All First 1-4 of 4 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	5506725		SQR Report	AR20002	TJARVIS	10/27/2011 12:41:49PM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	5506724		SQR Report	AR11002	TJARVIS	10/27/2011 12:33:54PM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	5506723		Crystal	APY2000-	TJARVIS	10/27/2011 12:26:21PM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	5506722		Crystal	APY2000-	TJARVIS	10/27/2011 12:23:16PM EDT	Success	Posted	<a href="#">Details</a>

[Go back to Payment Detail](#)

**Click on Refresh button until Run Status = Success and Distribution Status = Posted.**

**Click on the Go back to Payment Detail link (bottom left)**

You are returned to the Payment Detail page.

Favorites | Main Menu > Accounts Receivable > Payments > Reports > Payment Detail

**Payment Detail**

Run Control ID: PAYMENT\_DETAIL [Report Manager](#) [Process Monitor](#)   
Language:

**Report Request Parameters**

From Date:    
To Date:    
Deposit Unit:   Finance & Management  
Amount Type:   
User ID:    
Deposit ID:    
Posting Status:

**Click on the Report Manager link (top middle)**

Click on the Administration tab.

Favorites | Main Menu > Accounts Receivable > Payments > Reports > Payment Detail

List Explorer **Administration** Archives

View Reports For

User ID: TJARVIS Type: Last 1 Days Refresh

Status: Folder: Instance: to:

Report List

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	1025859	5506725	<a href="#">Payment Detail</a>	10/27/2011 12:42:22PM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>

Click on link for the appropriate report.

Report ID: AR20002  
Deposit BU: 011104  
Report Currency: Base Amount  
Deposit ID: ALL VALUES  
OPRID: ALL VALUES  
Post Status: ALL VALUES

PeopleSoft Receivables  
PAYMENT DETAIL  
For 01-JAN-2012 through 07-JUN-2012

Page No. 1  
Run Date 06/07/2012  
Run Time 08:02:23

Seq	Acctg Dt	Payment ID	Payment Amount	Status	Customer	Item ID	Entry Type/Reason	Post	Pending Item Amount
Entry Date: 01/03/2012									
Deposit: 01110 UC000552 Operator: SPULLER									
1	01/03/2012	04100/71109	4,605.55 USD	C	01110 ST058	DET	UC DOL 093011	Payment	YES -5,635.59 USD
2	01/03/2012	04100/71104	5,166.67 USD	C	01110 ST058	DET	VDOL UC QTR 12312010	Payment	YES 1,020.04 USD
					01110 ST035	L&I	ST035 UC 063011	Payment	YES -5,166.67 USD
TOTALS FOR UC000552			9,772.22 USD						-9,772.22 USD
Deposit: 01110 UC000553 Operator: SPULLER									
1	01/03/2012	01140/67237	4,091.31 USD	C	01110 ST007	Tax	TAX UC 093011	Payment	YES -4,091.31 USD
2	01/03/2012	06120/75512	3,370.89 USD	C	01110 ST061	P&W	FW UC 093011	Payment	YES -3,370.89 USD
TOTALS FOR UC000553			7,462.20 USD						-7,462.20 USD
Deposit: 01110 UC000554 Operator: SPULLER									
1	01/03/2012	08100/593604	274.91 USD	C	01110 ST071	AOT	AOT UC 093011	Payment	YES -274.91 USD
TOTALS FOR UC000554			274.91 USD						-274.91 USD
Deposit: 01110 UC000555 Operator: SPULLER									
1	01/03/2012	01152/33398	2,472.20 USD	C	01110 ST008	BGS	BGS UC 093011	Payment	YES -2,472.20 USD
2	01/03/2012	01168/135626	3,469.92 USD	C	01110 ST008	BGS	ST008 UC 063011	Payment	YES -3,469.92 USD
3	01/03/2012	01168/135628	836.00 USD	C	01110 ST008	BGS	BGS UC 093011	Payment	YES -836.00 USD
4	01/03/2012	01154/2195	5,173.00 USD	C	01110 ST008	BGS	ST008 UC 063011	Payment	YES -5,173.00 USD
5	01/03/2012	01154/2196	5,304.00 USD	C	01110 ST008	BGS	BGS UC 093011	Payment	YES -5,304.00 USD
6	01/03/2012	01155/6079	-3,648.10 USD	C	01110 ST008	BGS	ST008 UC 063011	Payment	YES 3,648.10 USD
7	01/03/2012	01152/33397	6,454.00 USD	C	01110 ST008	BGS	ST008 UC 063011	Payment	YES -6,454.00 USD
TOTALS FOR UC000555			20,061.02 USD						-20,061.02 USD

Your report will open. Click on the print icon to print report.

## PAYMENT DETAIL REPORT IS COMPLETE

## Run the Aging Detail by Business Unit Report

**Possible situations when this function is used:** The Aging Detail by Business Unit is an SQR report that can be run at any time. It will list the detail by Business Unit of the balances for all customers with open receivables. Run this report each month to view any outstanding open items.

**Navigation:** Accounts Receivable > Receivables Analysis > Aging > Aging Detail by Unit Rpt


The Aging Detail by Unit page displays.

**Click the Add A New Value Tab.**



### Aging Detail By Unit

Enter any information you have and click Search. Leave fields blank for a list of all values.

<b>Find an Existing Value</b>	<b>Add a New Value</b>
Maximum number of rows to return (up to 300): <input type="text" value="300"/>	
Run Control ID: <input type="text" value="begins with"/>	
<input type="checkbox"/> <b>Case Sensitive</b>	
<input type="button" value="Search"/>	<input type="button" value="Clear"/> <a href="#">Basic Search</a>  <a href="#">Save Search Criteria</a>

### Enter Run Control ID

- Enter the appropriate Run Control ID (Example: AGING\_DETAIL\_BU)

**Click the Add button**

The Aging Detail by Unit page displays.

Navigation: Favorites | Main Menu > Accounts Receivable > Receivables Analysis > Aging > Aging Detail by Unit Rpt

**Aging Detail by Unit**

Run Control ID: AGING\_DETAIL\_BU [Report Manager](#) [Process Monitor](#) [Run](#)

Language:

**Report Request Parameters**

As of Date:	<input type="text" value="06/07/2012"/>	
Unit:	<input type="text" value="01110"/>	Finance & Management
SetID:	<input type="text" value="STATE"/>	Default State SetID
Aging ID:	<input type="text"/>	
Amount Type:	<input type="text" value="Base Curr"/>	
Rate Type:	<input type="text"/>	
Customer ID:	<input type="text"/>	
*Display Option:	<input type="text" value="Include All"/>	

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

- **As of Date** - Enter As Of Date for the report
- **Unit** - Enter Business Unit
- **Set ID** - Enter Set ID = STATE
- **Aging ID** – Enter STD
- **Amount Type** – Defaults, accept default Base Curr
- **Rate Type** – Blank
- **Customer ID** – Leave blank for all  
or enter Customer ID to create report for just one customer
- **Display Options** – Include All defaults accept default


Click Run button located top right of page

The Process Scheduler Request page opens.


### Process Scheduler Request

User ID: DSHOLAN Run Control ID: AGING\_DETAIL\_BU

---

Server Name: Run Date: 06/07/2012 

Recurrence: Run Time: 8:29:09AM [Reset to Current Date/Time](#)

Time Zone: 

Process List						
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Aging Detail by Business Unit	AR30003	SQR Report	Web	PDF	<a href="#">Distribution</a>

**Process List – Selected to run Aging Detail by Business Unit (accept selection)**

**Click OK button.**

Favorites Main Menu > Accounts Receivable > Receivables Analysis > Aging > Aging Detail by Unit Rpt

---







**Aging Detail by Unit**

---

Run Control ID: AGING\_DETAIL\_BU [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English

Process Instance: 5819298

Report Request Parameters	
As of Date:	06/07/2012 
Unit:	01110  Finance & Management
SetID:	STATE  Default State SetID
Aging ID:	
Amount Type:	Base Curr
Rate Type:	
Customer ID:	
*Display Option:	Include All

You are returned to the Aging Detail by Unit page. A process instance number displays.

**Click on the link for the Process Monitor (top right)**

The Process List page displays.

Click **Refresh** button until Run Status = Success and Distribution Status = Posted.

Navigation: Favorites | Main Menu > Accounts Receivable > Receivables Analysis > Aging > Aging Detail by Unit Rpt

[New Window](#)

**Process List** | **Server List**

**View Process Request For**

User ID: DSHOLAN | Type: | Last | 1 Days | **Refresh**

Server: | Name: | Instance: | to |

Run Status: | Distribution Status: | ☒ Save On Refresh

**Process List** | Customize | Find | View All | First | 1 of 2 | Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	5819298		SQR Report	AR30003	DSHOLAN	06/07/2012 8:30:17AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	5819297		SQR Report	AR20002	DSHOLAN	06/07/2012 8:01:56AM EDT	Success	Posted	<a href="#">Details</a>

[Go back to Aging Detail By Unit](#)

Click on the **Go back to Aging Detail By Unit** link (bottom left)

You are returned to the Aging Detail by Unit page.

[New Window](#) | [Help](#) | [Customize Page](#) |

**Aging Detail by Unit**

Run Control ID: AGING\_DETAIL\_BU | [Report Manager](#) | [Process Monitor](#) | **Run**

Language: English

**Report Request Parameters**

As of Date: 08/02/2006

Unit: 01110 | Finance & Management

SetID: STATE | Default State SetID

Aging ID: STD | Standard Aging

Amount Type: Base Curr

Rate Type: |

Customer ID: |

\*Display Option: Include All

**Save** | **Return to Search** | **Notify** | **Add** | **Update/Display**

Click on the **Report Manager** link (top middle)

Click on the **Administration** tab.

Navigation: Favorites > Main Menu > Accounts Receivable > Receivables Analysis > Aging > Aging Detail by Unit Rpt

Navigation Tabs: List | Explorer | **Administration** | Archives

[New Window](#)

**View Reports For**

User ID: DSHOLAN Type: Last 1 Days Refresh

Status: Folder: Instance: to:

**Report List** Customize | Find | View All | First 1-2 of 2 Last

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	1154505	5819298	<a href="#">Aging Detail by Business Unit</a>	06/07/2012 8:30:19AM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	1154504	5819297	<a href="#">Payment Detail</a>	06/07/2012 8:02:00AM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>

Click on the link under Description field for the appropriate report.

				PeopleSoft Receivables			
Report ID: AR30003				AGING DETAIL BY BUSINESS UNIT		Page No. 1	
Aging Id: STATE/				as of 07-JUN-2012		Run Date 06/07/2012	
Currency Base Currency						Run Time 08:30:43	
Rate Type:							
Item	Line As Of	Ent Typ/Ran	Terms Document	Cur	Amount	Other	
-----							
01110	ST007	Tax Department		Montpelier	VT		
TAX UC QTR 12 0	03/28/2012	WR WI	DUR	USD	5,403.34	5,403.34	
-----							
Total	Tax Department				5,403.34	5,403.34	
-----							
01110	ST027-ST028	Public Safety		Waterbury	VT		
FY12 VISION D 0	02/08/2012	WR WI	DUR	USD	87,590.00	87,590.00	
-----							
Total	Public Safety				87,590.00	87,590.00	
-----							
01110	ST051	Aging & Disabilities		Waterbury	VT		
AIL UC 093011 0	11/22/2011	WR WI	DUR	USD	18,500.34	18,500.34	
AIL UC QTR 03 0	04/29/2011	WR WI	DUR	USD	7,824.46	7,824.46	
-----							
Total	Aging & Disabilities				26,324.80	26,324.80	
-----							
01110	ST054	Corrections		Waterbury	VT		
CCR UC QTR 12 0	03/28/2012	WR WI	DUR	USD	37,736.12	37,736.12	
-----							
Total	Corrections				37,736.12	37,736.12	
-----							
01110	ST055	Vt Offender Work Program		Waterbury	VT		
VCI UC QTR 12 0	03/28/2012	WR WI	DUR	USD	276.77	276.77	
-----							

Report displays on monitor. To print report, click the print icon.

**AGING DETAIL BY BUSINESS UNIT REPORT IS COMPLETE**



## QUERIES

Below is a list of queries for Accounts Receivables. Of course you should always run the VT\_MER queries often to assure all data has processed successfully. On the Finance and Management Web Site, Training & Reference Material> VISION Manuals & User Reference Materials> Reporting Manual> Accounts Receivable> Accounts Receivable Public Queries you will find instructions for each of the queries.

**Navigation:** Reporting Tools> Query Viewer

- A short list AR queries

VT_MER_DEPOSITS_NOT_POSTED	Dep. not Dir Jrnls &not posted
VT_MER_GROUPS_NOT_POSTED	Pending items not yet posted
VT_MER_GROUPS_POSTED_NOT_JG	Groups posted not jg
VT_AR_ACCRUED_CUST_RECEIVABLES	AR Accrued Customer Receivable
VT_AR_ACCRUED_CUST_REC_DRILL	AR Accrued Customer Receivable
VT_AR_CUSTOMER_DEPS	Customer Deposits
VT_AR_CUSTOMER_DEPS_QUERY	Customer Deposits
VT_AR_CUST_OPEN_ITEMS	Customer open items for BU
VT_AR_DIRECT_JOURNALS	Direct Journals View
VT_AR_DIRECT_JRNLS_DEPOSIT	AR Direct Journals Deposit
VT_AR_DIRECT_JRNLS_DEP_DRILL	AR Direct Jrnls Dep Drilldown
VT_AR_DIRECT_JRNLS_QUERY	Direct Journals View
VT_AR_DIR_JRNL_BKACCT	dir jrnl w/prmpt bk acct & bu
VT_AR_DIR_JRNL_BK_PROMPT	dir jrnl bk acct prmpt no bu
VT_AR_JOURNAL_DRILLDOWN	customer deps not direct jrnl

VT_AR_OPEN_ITEMS_BU_AND_CUST	AR open items to be matched.
VT_AR_PENDING_ITEM_QUERY	VT AR Pending Item Query

For more information on Reports and Queries log on to the Finance & Management Web Site at:

[http://finance.vermont.gov/training\\_ref/VISION\\_Manuals/reporting\\_manual](http://finance.vermont.gov/training_ref/VISION_Manuals/reporting_manual)

## Customer Number List for State Agency's

		CUSTOMER
BUSINESS UNIT NAME	PS BU	#
Agency of Administration	01100	ST001
Dept of Information & Innovation	01105	ST002
Finance & Management/VISION-HR	01110	ST003
Finance & Management/UC		
Personnel-Governmental	01120	ST004
Personnel-Proprietary	01125	ST005
Libraries	01130	ST006
Tax	01140	ST007
Buildings & Gen Svc-Gov'tal	01150	ST008
Buildings & Gen Svc-Prop	01160	ST009
Buildings & Gen Svc-Capital	01180	ST010
Executive Office	01200	ST011
Legislative Council	01210	ST012
Legislator	01210	ST692
Joint Fiscal Office	01220	ST013
Sergeant at Arms	01230	ST014
Lieutenant Governor	01240	ST015
Auditor of Accounts-Gov'tal	01250	ST016
Auditor of Accounts-Prop	01255	ST017
State Treasurer-Gov'tal	01260	ST018
State Treasurer-Fiduciary	01265	ST019
State Labor Relations Board	01270	ST020
VOSHA Review Board	01280	ST021
Unorganized Towns & Gores	01290	ST022
Office of the Attorney General	02100	ST023
Office of the Defender General	02110	ST024
Judiciary	02120	ST025
State's Attorneys & Sheriffs	02130	ST026
Public Safety	02140	ST027-ST028
Military Department	02150	ST029
Center for Crime Victims Svcs	02160	ST030
Criminal Justice Training Council	02170	ST031
Fire Service Training Council	02180	ST032
Agriculture, Food & Markets	02200	ST033
Banking,Ins,Sec & Healthcare Auth	02210	ST034

Labor & Industry	02220	ST035
Secretary of State	02230	ST036
Medical Practice Board	02235	ST037
Public Service Department	02240	ST038
Public Service Board	02250	ST039
Enhanced 911 Board	02260	ST040
Vermont Racing Commission	02270	ST041
Human Rights Commission	02280	ST042
Liquor Control	02300	ST043
Vermont Lottery Commission	02310	ST044
	(03100)-	
Human Services Central Office	03400	ST045
# Office of VT Health Access	03410	ST693
Child Support Services Office	03110	ST046
	(03120)	
# Health	03420	(ST047) ST695
# Vt State Hospital	03425	ST713
Social & Rehabilitation Services	03130	ST048
# Children & Family Services	03440	ST694
Prev, Assist, Trans, Health Access	03140	ST049
Dev & Mental Health Services	03150	ST050
Aging & Disabilities	03160	ST051
# Aging & Independent Living	03460	ST696
Industrial Homework Office	03165	ST052
# Aging & Independent Living- Proprietary	03465	ST697
St Economic Opportunity Office	03170	ST053
	(03180)	
Corrections	03480	ST054
	(03275)	
Vt Correctional Industries	03675	ST055
Vt Veterans' Home	03300	ST056
Governor's Commission on Women	03310	ST057
VT Dept of Labor (fka DET)	04100	ST058
Education	05100	ST059
Natural Resources Central Office	06100	ST060
Fish & Wildlife	06120	ST061
Forests, Parks & Recreation	06130	ST062
Environmental Conservation	06140	ST063
Environmental Board	06210	ST064

Natural Resources Board	06215	ST698
Water Resources Board	06220	ST065
Commerce & Community Dev Admin	07100	ST066
Housing & Community Affairs	07110	ST067
Economic Development	07120	ST068
Tourism & Marketing	07130	ST069
Vermont Life	07150	ST070
Agency of Transportation	08100	ST071
AOT-Proprietary	08110	ST072
Vtrans-Central Garage	08110	
Dept of Motor Vehicles	08100	ST691
VTrans-District 1-Bennington		ST699
VTrans-District 2-Dummerston		ST700
VTrans-District 3-Rutland		ST701
VTrans-District 4-White River		ST702
VTrans-District 5-Colchester		ST703
VTrans-District 6-Berlin		ST704
VTrans-District 7-St Johnsbury		ST705
VTrans-District 8-St Albans		ST706
VTrans-District 9-Derby		ST707
VTrans-Finance & Administration		ST708
VTrans-Operations		ST709
VTrans-Policy & Planning		ST710
VTrans-Program Development		ST711
VTrans-Traffic Shop		ST712
Vermont Municipal Bond Bank	09100	ST679
Vt Educ & Health Financing Bldg		
Agency	09110	ST680
University of Vermont	09120	ST681
Vermont State Colleges	09130	ST682
Vt Student Assistance Corp	09140	ST683
Vt Housing & Conservation Board	09150	ST684
Vt Economic Development Authority	09160	ST685
Vermont Geographic Information	09170	ST686
Special Environmental Revolving Fund	09180	ST687
Universal Service Fund	09190	ST688
Energy Efficiency Utility	09200	ST689
Vermont Sustainable Jobs Fund	09210	ST690

## Customer Number List for Towns and Cities

<b>TOWN/CITY NAME</b>	<b>VENDOR #</b>	<b>CUSTOMER #</b>
Addison Town	39917	ST414
Albany Town	40368	ST415
Alburg Town	40269	ST416
Andover Town	40686	ST417
Arlington Town	39987	ST418
Athens town	40612	ST419
Averill Town	40180	ST420
Bakersfield Town	40211	ST421
Baltimore Town	40688	ST422
Barnard Town	40690	ST423
Barnet Town	40039	ST424
Barre City	40530	ST425
Barre Town	40539	ST426
Barton Town	40370	ST427
Barton Village	40372	ST428
Belvidere Town	40285	ST429
Bennington Town	39990	ST430
Benson Town	40441	ST431
Berkshire Town	40213	ST432
Berlin Town	40543	ST433
Bethel Town	40692	ST434
Bloomfield Town	40181	ST435
Bolton Town	40087	ST436
Bradford Town	40322	ST437
Braintree Town	40328	ST438
Brandon Town	40443	ST439
Brattleboro Town	40616	ST440
Bridgewater Town	40695	ST441
Bridport Town	39919	ST442
Brighton Town	40183	ST443
Bristol Town	39921	ST444
Brookfield Town	40330	ST445
Brookline Town	40622	ST446
Brownington Town	40375	ST447
Burke Town	40044	ST448
Burlington City	40096	ST449
Cabot Town	40547	ST450

Calais Town	40551	ST451
Cambridge Town	40287	ST452
Canaan Town	40187	ST453
Castleton Town	40447	ST454
Cavendish Town	40698	ST455
Charleston Town	40377	ST456
Charlotte Town	40109	ST457
Chelsea Town	40333	ST458
Chester town	40701	ST459
Chittenden Town	40451	ST460
Clarendon Town	40454	ST461
Colchester Town	40111	ST462
Concord Town	40190	ST463
Corinth Town	40335	ST464
Cornwall Town	39931	ST465
Coventry Town	40379	ST466
Craftsbury Town	40383	ST467
Danby Town	40460	ST468
Danville Town	40046	ST469
Derby Town	40386	ST470
Derby Village	40389	ST471
Dorset Town	39996	ST472
Dover Town	40625	ST473
Dummerston Town	40630	ST474
Duxbury Town	40553	ST475
East Haven Town	40192	ST476
East Montpelier Town	40556	ST477
Eden Town Treasurer	40290	ST478
Elmore Town	40293	ST479
Enosburg Falls Village	40216	ST480
Enosburg Town	40215	ST481
Essex Jct Village	40120	ST482
Essex Town	40115	ST483
Fair haven Town	40462	ST484
Fairfax Town	40220	ST485
Fairfield Town	40222	ST486
Fairlee Town	40337	ST487
Fayston Town	40559	ST488
Ferrisburgh Town	39933	ST489
Fletcher Town	40224	ST490
Franklin Town	40226	ST491
Georgia Town	40230	ST492

Glover Town	40394	ST493
Goshen Town	39935	ST494
Grafton Town	40633	ST495
Granby Town	40196	ST496
Grand Isle town	40273	ST497
Granville Town	39937	ST498
Greensboro Town	40398	ST499
Groton Town	40048	ST500
Guildhall Town	40198	ST501
Guilford Town	40636	ST502
Halifax Town	40639	ST503
Hancock Town	39940	ST504
Hardwick Town	40050	ST505
Hartford Town	40704	ST506
Hartland Town	40714	ST507
Highgate Town	40233	ST508
Hinesburg Town	40124	ST509
Holland Town	40401	ST510
Hubbardton Town	40464	ST511
Huntington town	40128	ST512
Hyde Park Town	40295	ST513
Ira Town	40466	ST514
Irasburg Town	40404	ST515
Isle La Motte Town	40276	ST516
Jamaica Town	40641	ST517
Jay Town	40406	ST518
Jericho Town	40131	ST519
Johnson Town	4032	ST520
Killington	40507	ST521
Kirby Town	40053	ST522
Landgrove Town	40001	ST523
Leicester Town	39942	ST524
Lemington Town	40199	ST525
Lincoln Town	39944	ST526
Londonderry Town	40643	ST527
Lowell Town	40410	ST528
Ludlow Town	40717	ST529
Ludlow Village	40721	ST530
Lunenburg Town	40202	ST531
Lyndon Town	40055	ST532
Lyndonville Village	40056	ST533
Maidstone	40204	ST534



Manchester Town	40003	ST535
Manchester Village	40005	ST536
Marlboro Town	40645	ST537
Marshfield Town	40562	ST538
Mendon Town	40470	ST539
Middlebury Town	39947	ST540
Middlesex Town	40567	ST541
Middletown Springs	40472	ST542
Milton Town	40134	ST543
Monkton Town	39956	ST544
Montgomery Town	40237	ST545
Montpelier City	40571	ST546
Moretown Town	40579	ST547
Morgan Town	40412	ST548
Morristown Town	40306	ST549
Mount Holly Town	40474	ST550
Mount Tabor Town	40476	ST551
New Haven Town	39958	ST552
Newark Town	40059	ST553
Newbury Town	40341	ST554
Newfane Town	40647	ST555
Newport City	40414	ST556
Newport Town	40426	ST557
North Bennington	40007	ST558
North Hero Town	40279	ST559
North Troy Village	40428	ST560
Northfield Town	40581	ST561
Northfield Village	40582	ST562
Norton Town	40205	ST563
Norwich Town	40725	ST564
Old Bennington Village	40009	ST565
Orange Town	40344	ST566
Orleans Village	40429	ST567
Orwell Town	39961	ST568
Panton Town	39963	ST569
Pawlett Town	40478	ST570
Peacham Town	40061	ST571
Peru Town	40011	ST572
Pittsfield town	40482	ST573
Pittsford Town	40484	ST574
Plainfield Town	40584	ST575
Plymouth Town	40727	ST576

Pomfret Town	40729	ST577
Poultney Town	40487	ST578
Poultney Village	40489	ST579
Pownal Town	40014	ST580
Proctor Town	40493	ST581
Putney Town	40650	ST582
Randolph Town	40360	ST583
Reading Town	40731	ST584
Readsboro Town	40016	ST585
Richford Town	40241	ST586
Richford Village	40243	ST587
Richmond Town	40142	ST588
Ripton Town	39965	ST589
Rochester	40734	ST590
Rockingham Town	40653	ST591
Roxbury Town	40588	ST592
Royalton Town	40737	ST593
Rupert Town	40020	ST594
Rutland City	40495	ST595
Rutland Town	40505	ST596
Ryegate Town Treasurer	40063	ST597
Salisbury Town	39968	ST598
Sandgate	40022	ST599
Searsburg Town	40024	ST600
Shaftsbury Town	40026	ST601
Sharon Town	40740	ST602
Sheffield Town	40067	ST603
Shelburne Town	40151	ST604
Sheldon Town	40257	ST605
Shoreham Town	39971	ST606
Shrewsbury Town	40509	ST607
South Burlington	40155	ST608
South Hero Town	40282	ST609
Springfield Town	40742	ST610
ST Albans Town	40253	ST611
ST Albans City	40245	ST612
ST George Town	40149	ST613
ST Johnsbury Town	40069	ST614
Stamford	40029	ST615
Stannard Town	40074	ST616
Starksboro Town	39974	ST617
Stockbridge Town	40751	ST618

Stowe Town	40312	ST619
Stowe Village	40316	ST620
Strafford Town	40649	ST621
Stratton Town	40663	ST622
Sudbury Town	40512	ST623
Sunderland Town	40032	ST624
Sutton Town	40077	ST625
Swanton Town	40259	ST626
Swanton Village	40264	ST627
Thetford Town	40351	ST628
Tinmouth Town	40561	ST629
Topsham Town	40353	ST630
Townsend Town	40665	ST631
Troy Town	40431	ST632
Tunbridge Town	40355	ST633
Underhill Town	40164	ST634
Vergennes City	39977	ST635
Vernon Town	40669	ST636
Vershire Town	40357	ST637
Victory Town	40206	ST638
Waitsfield Town	40590	ST639
Walden Town	40080	ST640
Wallingford Town	40518	ST641
Waltham Town	39980	ST642
Wardsboro Town	40672	ST643
Warren Town	40593	ST644
Washington Town	40359	ST645
Waterbury Town	40598	ST646
Waterbury Village	40603	ST647
Waterford Town	40083	ST648
Waterville Town	40318	ST649
Weathersfield town	40753	ST650
Wells River Village	40361	ST651
Wells Town	40521	ST652
West Fairlee Town	40364	ST653
West Haven Town	40523	ST654
West Rutland Town	40526	ST655
West Windsor Town	40759	ST656
Westfield Town	40436	ST657
Westford Town	40166	ST658
Westminster Town	40674	ST659
Westmore Town	40438	ST660

Weston Town	40757	ST661
Weybridge	39982	ST662
Wheelock Town	40085	ST663
Whiting Town	39985	ST664
Whitingham Town	40676	ST665
Williamstown Town	40366	ST666
Williston Town	40170	ST667
Wilmington Town	40679	ST668
Twindham Town	40684	ST669
Windsor Town	40761	ST670
Winhall Town	40034	ST671
Winooski City	40175	ST672
Wolcott Town	40320	ST673
Woodbury Town	40608	ST674
Woodford Town	40037	ST675
Woodstock Town	40770	ST676
Woodstock Village	40772	ST677
Worcester Town	40610	ST678